



Employee Recognition Award Payment and Leave Form

(Prior Program Approval Required)

Award Program Title:	College/Admin Area (Sr. Mgmt.)	Program Reference Number:
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I. Employee Information

ID Number:	Employee Name:										
	Last	First	Middle Initial								
Position Number:	Title or Rank:	Position Type									
		<input type="checkbox"/> Wage <input type="checkbox"/> Staff <input type="checkbox"/> Faculty									
Department Number:	Department Name:	Payment Fund # & %:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">%</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">%</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		%		%				
	%		%								

II. Type of Award [see information including IRS (tax) and FLSA implications listed on reverse.]

Please choose the appropriate award and provide all information that applies:

Monetary Award Award Amount: _____ Requested payroll effective date: _____

Gift Certificate Award Amount: _____

Non-Monetary Award Item Description: _____

Item Cost: _____

Recognition Leave Effective Date: _____ Number of hours: _____

NOTE: Total award amount for current fiscal year including this request may not exceed \$5,000 for cash and non-cash for a classified/university employee. Total recognition leave awarded for the current calendar/leave year may not exceed 40 hours including this request for any employee. You are not required to report non-monetary awards of less than \$75 in value. Gift certificates of any amount must be reported on this form, and are taxable.

III. Approvals

I certify that this request fully complies with the approved Award and Recognition program. (Office of Sponsored Programs approval required for any award paid by sponsored funds.)

Sponsored				Human Resources Use
Programs	Print Name _____	Signature _____	Date _____	
Dept. Head or Director	Print Name _____	Signature _____	Date _____	
Dean/VP	Print Name _____	Signature _____	Date _____	
				HR Rep Date
				Banner Date
				PMIS Date

Department Comments:

Eligibility:

The Rewards and Recognition policy [University Policy 4335: Employee Awards and Recognition Programs](#) is applicable to all full-time and part-time faculty, classified/university, restricted, wage (hourly) employees, and adjunct/wage faculty (P14).

Award Limits:

The total of monetary and non-monetary awards for classified/university or wage employees must not exceed five thousand dollars (\$5,000.00) per employee per fiscal year and up to five (5) days of recognition leave per employee per calendar/leave year. Faculty award amounts (monetary or non-monetary) are limited by the amount specified in the approved program.

Effective Dates:

All effective dates for monetary awards will correspond to the next prospective pay date for the employee. To be processed with the requested effective date, the Recognition Award Payment Form must be received by Human Resources at least five (5) workdays prior to the appropriate payroll closing date for monetary awards and within 5 workdays that recognition leave is awarded to be used.

Definitions/Information:

- Monetary Award: Any cash award. All monetary awards must be processed using the **PS Form 154**.
- Gift Certificates: These must be reported on the **PS Form 154**. They are to be included in the \$5000 limit for classified/university employees, and are taxable.
- Non-monetary Award: A non-cash award such as trophies, clothing items, jewelry, etc. Non-monetary awards can be purchased using the *Departmental Order for Purchases/Payments (DOPP) Form* or the department's American Express Procurement Credit Card. Non-monetary awards less than \$75 in value are not included in the \$5,000 cumulative limit for classified/university employees, and are not reported to Human Resources on the *Employee Recognition Award Payment and Leave Form (PS Form 154)*. However, all non-monetary awards exceeding \$75.00 in value, with the exception of flowers and engraved plaques, must be reported to Human Resources using the *PS Form 154* Recognition Award Payment so that award limits can be tracked for classified/university staff and required payroll taxes withheld for any employee.

Instructions:

All items in Sections I, II, and III must be completed. Identify all awards (monetary, non-monetary, recognition) that apply in Section III. Please provide the total bonus amount in the current fiscal year and number of recognition days in the current leave year the employee has received. Please note the fund number to which the award is to be charged.

Tax Implications:

Awards are taxed at the current rate of taxation for the year in which the award is made for FICA and federal and state income tax purposes.

Non-monetary awards valued less than \$75.00 will not be taxed in accordance with the Controller's De Minimis policy https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/payroll/23810.pdf.

Non-monetary awards with a value greater than or equal to \$75.00 are taxable like monetary awards, with certain exceptions (flowers, plaques).

Taxation questions should be directed to Payroll at 540-231-5201.

Fair Labor Standards Act (FLSA) Implications: (only applies to non-exempt employees, typically in pay bands 3 and below)

Monetary and non-monetary awards paid to non-exempt employees may potentially increase the University's overtime liability under the FLSA, which divides bonuses into two categories: *discretionary* and *non-discretionary*. Examples of a non-discretionary award would include a program that provides an award to all employees in a unit who are accident-free or who maintain perfect attendance for some specified period of time. If the non-discretionary bonus is paid to a non-exempt employee to cover a particular length of time, the employer must examine every work week within that eligible timeframe and re-calculate the employee's overtime rate of pay for any non-exempt employee who was paid for over-time. Human Resources will determine whether an award is non-discretionary when the Award Program Proposal is reviewed, and will notify the department.

Once form is completed, submit to Human Resources using this link:

<https://vthr.teamdynamix.com/TDClient/1820/Portal/Requests/ServiceDet?ID=48604>