

Bonuses are awarded as one-time lump sums. They do not replace an equity request.

Employee Information

Full Name: _____ USNH ID#: _____
Last First M.I.

Home Department: _____
Home Department Name Supervisor Name

Current Information: _____
Status Adjunct Student Classification Title (or Working Title if adjunct/student) FTE Current Salary/Hourly Rate

Bonus Request Information

Bonus Type: Performance Bonus Spot Award Recognition Award Bonus Amount: _____
Dollar Value % of Base

Refer to the reverse for definitions of the different types of awards, as well as guidelines on amounts.

Home Department: _____
Supervisor Signature Date

Reviewed by

Business Service Center:

BSC Director Printed Name BSC Director Signature Date

Dean, Director, Provost, or Vice President:

RC Unit Printed Name RC Unit Signature Date

Approval

Compensation:

Compensation Printed Name Compensation Signature Date

Policy Quick Facts

Full policy documents can be found at: <https://www.unh.edu/hr/compensation>

- Performance Bonus
 - Based on work performance after the work has been done. Used when work completed is above and beyond goals and expectations.
 - Different from merit, which is an increase to base salary. Performance bonuses should not be awarded on the basis of merit or metrics (which would be an incentive bonus).
 - Is considered benefit-eligible pay (i.e., retirement contributions will be deducted).
- Spot Award
 - A bonus awarded to promote productivity and to provide immediate and visible recognition of employees who have accomplished extraordinary achievement(s) within the workplace.
 - Is not considered benefit-eligible pay (i.e., retirement contributions will not be deducted).
 - Is a pre-determined amount (\$250, \$500, or \$750). The max is \$750.
- Recognition Award
 - A bonus awarded for distinguished faculty, presidential awards, or other recognition awards.
 - Is not considered benefit-eligible pay (i.e., retirement contributions will not be deducted).

Process Flowchart

