

# Guidance for Bonus Payments

Questions below serve as guidance for appropriately administering discretionary bonuses. This guidance page is not required when submitting a bonus payment request to HRIS. Please contact Compensation at [comp@gwu.edu](mailto:comp@gwu.edu) with any questions. If answering no to any of these guidance questions, the Bonus Request form should be sent to Compensation for approval.

## Project Bonus

Project Information: The project:

Has been completed	Yes	No	Was a major division/school wide project	Yes	No
Had specific milestones that were communicated			Yes No		

Employee Information: The employee's:

Last performance rating was at least Achieves Expectations	Yes	No	Proposed bonus amount is <= 10% of their base salary*	Yes	No
* HR representatives should consider the duration and scope of the effort when evaluating the appropriate bonus as a percentage of salary. Bonus requests should be prorated monthly based on the duration of the project.					

## Performance Bonus

Employee Information: The employee:

Has successfully completed the IEP	Yes	No
Went above and beyond the call of duty for an extended period of time	Yes	No
Is active, regular, benefitted, and working 20+ hours per week	Yes	No
Has a recently signed performance review on file	Yes	No

Bonus Information:

The bonus percentage matches the employee's current performance rating:	Yes	No
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Retention Bonus - All retention bonuses must be sent to Compensation.

Employee Information: The employee:

Is directly responsible for a key university wide initiative that requires them to stay with the university for a defined period of time	Yes	No
Has a performance rating of at least Achieves Expectations	Yes	No
Is active, regular, benefitted, working 20+ hours per week?	Yes	No
Is in a role of critical importance to the university	Yes	No

Bonus Information: The proposed bonus amount:

Is <=15% of the employee's base salary?	Yes	No
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## Hiring Bonus

Employee Information: The employee:

Was hired from outside of the university	Yes	No
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Bonus Information: The proposed bonus:

Is <=10% of the annual salary for management positions or <=5% of the annual salary for non-management position	Yes	No
Was submitted for approval in the Hiring Proposal process (to be included in the offer letter)	Yes	No

# Bonus Payment Request Form

## 1. Summary of Request (to be completed by requester)

Employee Legal Name	First Name	Middle Name	Last Name
Employee GWID	G	Division/School	
Job Title		Annualized Base Salary	
Amount Requested	\$ Per guidelines, bonuses shall not be grossed up.		
Time Period Covered	Start Date:	End Date:	
Banner Org to Charge			
Justification for request, including how the amount was determined:			
Additional Instructions (i.e. proposed payout schedule for a retention agreement or specific Banner org for bonus payment):			

## 2. Transaction Details (to be completed by HR representative)

Active, Benefitted Employee*	Yes	No	>= .5 FTE*	Yes	No
Most Recent Performance Rating			IEP Complete*	Yes	No
Meets Performance Rating Criteria*	Yes	No	Bonus Type		
FLSA Status			% of Base Salary		
Discretionary Bonus** ("No" indicates non-discretionary. Non-discretionary bonuses must go to Compensation for approval.)	Yes	No	Meets % of Base Salary Criteria*	Yes	No

\* A "no," to any of these questions, other than discretionary bonus, indicates that the bonus payment does not comply with university bonus guidelines and is unlikely to be approved.

\*\* "Discretionary" indicates that the bonus was **not** communicated to the employee ahead of time. "Non-discretionary" indicates that the bonus **was** communicated to the employee or is otherwise "expected," and is therefore subject to overtime regulations as applicable during the period of time that the bonus covers.

## 3. Approvals

Approval needed		Print Name	Signature	Date
X	HR Director			
X	Finance Director			
	OVP (Only if funded by Research)			
	Vice President/Dean (>\$2,500)			
	Compensation (Only if outside the bonus guidelines, if non-discretionary, or if a Retention bonus)			

Please submit completed form to HR Information Systems (HRIS) at [hris@gwu.edu](mailto:hris@gwu.edu) unless outside of bonus guidelines. If outside of bonus guidelines, submit to Compensation at [comp@gwu.edu](mailto:comp@gwu.edu).