

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 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
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* 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: Achieves Expectations=3% Exceeds Expectations=5%	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 unless outside of bonus guidelines. If outside of bonus guidelines, submit to Compensation at comp@gwu.edu.