



**UNIVERSITY OF CALIFORNIA, SAN DIEGO
AWARD PAYMENT AUTHORIZATION FORM**

CASH AWARD: This payment will be processed through the UCSD Payroll Personnel System on the employee's next pay schedule subsequent to the receipt of this document by the Payroll Division. It will be subject to Federal, State, and Social Security taxes. It will not be considered covered compensation for retirement purposes. All payments will be paid through Subaccount 2. It is the department's responsibility to verify payment eligibility for all employees listed prior to submission to the Payroll Office.

* **The following DOS codes to be used in this column are:**

- **Staff Recognition and Development** : Policy covered (unit 99) career and limited employees.
Eligible DOS Codes: **SRD, TIA, SAP**
- **Incentive Award Program**: Patient Care Technical (EX) employees and Police Officers (PA) are eligible.
Eligible DOS Codes: **IAP, TIA, SAP**
- **Department-Funded Awards**: All employee groups are eligible.
Eligible DOS Codes: **LEA, TIL, SAL**

Recipients paid from more than one fund source should be listed on multiple lines with the appropriate prorated amounts.
Recipients listed must be paid in the same pay cycle and fiscal year

PAY SCHEDULE (Please check): **Monthly** **Bi-weekly** **Prior FY** (Please check for prior fiscal year payment)

	RECIPIENT NAME	EMP ID #	INDEX	BARGAINING UNIT CODE	TITLE CODE	*DOS CODE	AMOUNT
	SAMPLE, IM A - (FROM SRD POOL)	123456	BFSPRGF	XX	7259	SRD	500.00
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Department Contact (Print Name)

Phone Number/Extension

Home Department Code

Authorized Departmental Approving Signature

Phone Number/Extension

Date