

UNIVERSITY OF CALIFORNIA, SAN DIEGO
AWARD PAYMENT AUTHORIZATION FORM

Section A:

PRINT name of Award/Prize Recipient: \_\_\_\_\_ Employee # \_\_\_\_\_

Employee pay Schedule: Monthly Bi-weekly Bargaining Unit Code \_\_\_\_\_ Title Code \_\_\_\_\_ Prior FY (Please check for prior fiscal year payment)

Section B:

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.

Please complete the appropriate payment information using the following DOS codes:

- 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

Table with 6 columns: DOS CODE, AMOUNT, INDEX, DOS CODE, AMOUNT, INDEX. Rows 1-6 for individual awards and a TOTAL CASH AWARD row.

Section C:

NON-CASH awards or prizes, (such as the value of an airplane ticket or a gift certificate to be used solely at the pleasure of the awardees) funded by departmental funds and is NOT subject to reimbursement. Please indicate the fair market value (\$75.00 or greater) of the merchandise or property which has been awarded. Requests of non-IAP, the recipient's taxable income will be updated to reflect the fair market value of the award.

Fair Market Value of Award: \$ \_\_\_\_\_ Departmental INDEX to be charged: \_\_\_\_\_

Print Name of Departmental Contact

Phone Number/Extension

Authorized Departmental Approving Signature

Phone Number/Extension

Date