



Employee Recognition Award Request Form

This form is required for monetary awards to employees/staff in recognition of exceptional service pursuant to an approved, written policy. Each policy must detail the criteria and selection methodology for the award and be submitted to Human Resources for review. Human Resources will obtain final policy approval from the President. Examples include; Classified Employee of the Year, Classified Rookie of the Year, Student Employee of the Year, Administrative Faculty Member of the Year, College/Division Employee of the Year, Employee Teaching Awards.

The form is only used for an employee receiving an **employment-based award**¹. State-appropriated funds may not be used for these purposes.

The award must be entered into Workday by the **employee's home department** as a **one-time payment** and attach this form.*

Recipient Name	
Employee Type	
Employee ID Number	
Name of or Reason for Award	
Amount of Award	
Unit, Cost Center, Worktags to be charged (UNLV41; CC:XXXX; PG:XXXXXXX) State funds cannot be used for awards.	
Office of Sponsored Programs approval signature (required only for grant accounts)	
Office of Sponsored Programs approver printed name	

Taxes will be deducted from the award. Do you want the gross check amount increased so that the net/after taxes amount on the check is equal to the "Amount of Award" indicated above? Please select:

Yes No

Approval Signature _____ Date _____

Printed Name	
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* For assistance with the Workday transaction, contact Temp Hire & HCM Support at 702-895-3504.

¹ This also applies to students employees receiving an award based on their employment relationship. NOTE: Contact the Office of Financial Aid and Scholarships at 702-895-3424 for guidance on student-based awards such as competitions or scholarships.