

Keene State College Bonus Request Form

Requesting Department and Mail Stop	
Employee Name (legal name)	
USNH ID if available	
Proposed Bonus Amount	\$
Justification: (please describe rationale for bonus or attach letter of recommendation)	
Charge to: Labor Distribution Fund/org/account/percent.	_____ - _____ - _____ %
If bonus is to be charged against status position labor distribution, please check here: _____	
Approvals	
Financial Manager Name	
Financial Manager Signature/Date	
Principal Administrator Signature required/Date	
<i>Please note. PA approval required. Final Bonus amount may be adjusted as a result of the review and approval process.</i>	

For informational Purposes **USNH Bonus Policy:**

7.5 Additional Pay -- Recognition, Recruitment, Other. These categories of additional pay shall have approval processes as described in [USY V.F.7.2](#).

7.5.1 Bonus. Compensation awarded to status and non-status faculty and staff to recognize contribution, extraordinary effort, attainment of skills at the end of an introductory period, or for assuming for a period of time extra duties which are not included in the duties and responsibilities as outlined in the staff member's classification.