

**BONUS PAYMENT APPROVAL REQUEST**

School/Division/Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee I.D. Number : \_\_\_\_\_

**CURRENT:**

Pay: \$ \_\_\_\_\_

Bonus Amount: \$ \_\_\_\_\_

Job Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Job Code: \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

**ATTACH THE FOLLOWING DOCUMENTS TO THIS FORM:**

- 1) memo explaining the rationale for the bonus payment; and
- 2) bonus payment template spreadsheet, found at [www.usc.edu/dept/comp](http://www.usc.edu/dept/comp), with the compensation history of the incumbent for the last 3 to 5 years.

**INITIATED BY (signatures):**

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Supervisor \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL/DIVISION REVIEW AND RECOMMENDATION (See Staff Wage and Salary Guidelines for appropriate signature):**

\_\_\_\_\_  
Signature Job Title \_\_\_\_\_ Date: \_\_\_\_\_

**BONUS REVIEW OF \$1,000 OR MORE**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Senior Vice President for Administration or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Provost and Sr. V. P. for Academic Affairs or Designee: \_\_\_\_\_ Date: \_\_\_\_\_