Summer Signing Bonus

Departments may elect to offer a signing bonus, at their discretion. Signing bonuses are subject to tax (at the rate of 25%) which will be deducted first, and the remaining amount will be included in the student’s regular paycheck on or after June 10.

The data form must be received by Student Employment Services no later than Fri., May 20, in order for the student to receive the signing bonus on the June 10 student pay day.

Complete the following information ONLY if you are offering your student a signing bonus

Amount of Signing Bonus: $_________ (Maximum amount is $500.00; see notes above)

I have shared the above tax and payroll information with this student. _____Yes _____No

Account #: 54001 Fund #: _____ Dept#: _____ Program #: _____ Program/Grant #: _____