



UNIVERSITY of DENVER

SRE Special Recognition for Employee

Date Submitted: _____

Employee's Name: _____ Employee Banner ID# _____

Position# _____ Suffix# _____

Created By: _____ Phone# _____

The following are categories of additional earnings that may be assigned to an employee without creating an additional position and/or job. Please check one box to indicate the type of additional earnings being requested.

- Prize or award Bonus Monthly Biweekly

Pay Date _____ Amount _____

Table with 10 columns: Fund, Orgn, Acct, Prog, Activity Code, % (repeated 3 times)

Please explain reason for additional payment:

APPROVING SIGNATURES

Department Level Date Division Level Date Executive Level Date

FOR PAYROLL USE ONLY

Date Received in Payroll _____

*All Information requested on this form is mandatory.