

# Rewards and Recognition

Use after a Written Agreement is in place. A separate Additional Pay / SPOT form is needed to execute payment. Use Payouts 2 and 3 for split payouts; more than three payouts can be listed on additional pages.

*How to use: Click a field and type. Check boxes by clicking them. Use Tab / Shift+Tab to move. Print or Save As to keep your entries.*

## Authorization/Written Agreement Section:

**Business Unit\***

**Employee ID\***

**Employee Name\***

**Employee Record\***

**Effective Date\***

(MM/DD/YYYY)

**Expiration Date**

(MM/DD/YYYY)

**Written Agreement\***

☐ Yes ☐ No

**Reward Type\***

**Authorized Amount**

\$

**Authorized Hours**

**Comments**

## Award Payouts 1 (Required)

**Award Date\***

**Award Hours**

**Award Amount**

\$

## Award Payouts 2 (Optional for split payouts)

**Award Date\***

**Award Hours**

**Award Amount**

\$

## Award Payouts 3 (Optional for split payouts)

**Award Date\***

Award Hours

Award Amount

\$

*If payouts are split across more than three dates, copy the Award Payouts section onto an additional page.*