



PAYROLL SERVICES

AWARD TO FACULTY, STAFF OR STUDENT WORKER

Privacy Notice: State Law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact the Payroll Office using the information at the bottom of this form.

INSTRUCTIONS:

A selection committee has identified the following University faculty, staff member or student worker as a recipient of outstanding service, research or other award. Please complete the yellow shaded areas and submit the form to Payroll Services as noted at the bottom of the form. To find the current FICA exemption status for an employee contact your payroll processing team or email payrollprocessing@tamu.edu. For more information regarding the appropriate disbursement of funds, please see the official manual titled.

Payroll Processing Email Address

Guidelines for the Disbursement of Funds

NOTE:

Only FIT, OASI and OAH are deducted from cash awards, with the exception of length of service awards; only OASI and OAH are deducted from length of service awards. If an employee is FICA exempt, only FIT is deducted. (FIT at 25%, OASI at 6.2%, and OAH at 1.45%.

Table with 5 columns: UIN, Last Name, First Name, PIN, Title Code; Date Employee will receive check, Adloc, Account Number, Support Account, Accounting Analysis.

Provide name, mail stop and phone number of department contact to notify when check is ready for pick up.

Table with 5 columns: Date check Needed, Name of Requestor, Mail Stop, Phone Number, Paper Check or Direct Deposit?

Table with 5 columns: Award Amount, Department Pays Taxes?, FICA Exempt?, Is the award a surprise?, Gross Up Amount if Dept pays taxes.

Explanation: Provide name and a detailed explanation of the award. Attach additional documentation that supports payment.

Large empty box for providing explanation and documentation.

Department Head Signature

Dean Signature

Date

Date

Summary box containing contact information for TAMU Payroll Services and Need Help contacts.