

Submitting a Performance-Based Bonus Request and Payment Auth Form through DocuSign

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Navigate to <https://powerforms.docusign.net/6a465a87-229d-417d-ad92-25f4a3d125aa?env=na3&acct=0df82721-ac1d-4c63-a607-e443830d0cf0&accountId=0df82721-ac1d-4c63-a607-e443830d0cf0>

2

Add your full name and email here

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Prepared By

Your Name: *

Full Name 

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Supervisor

3 Enter the full name and email of the Supervisor **tab** to next field

Your Email: *

Please provide information for any other signers needed for this document.

Supervisor

Name: *

Email: *

University Business Officer

Name: *

4 Enter the full name and email of the UBO **tab** to next field

Email: *

University Business Officer

Name: *

Email: *

Dean/Director


Name: *

5 Enter the full name and email of the Dean/Director or Delegate **tab** to next field

Patience K Ternus

Email: *
ternpati@isu.edu

Dean/Director

Name: *
Full Name 

Email: *
Email Address

Vice President/Provost


Name: *
Full Name

6 Enter the full name and email of the VP/Provost **tab** to next field

Patience K Ternus

Email: *
ternpati@isu.edu

Vice President/Provost

Name: *
Full Name 

Email: *
Email Address

Budget Office

Name:
Budget Office

7 Do not change anything here

Patience K Ternus

Email: *
ternpati@isu.edu

Budget Office

Name:
Budget Office

Email:
budget@isu.edu

Human Resources

Name:
Compensation

8 Do not change anything here

Budget Office

Email:
budget@isu.edu

Human Resources

Name:
Compensation

Email:
compensation@isu.edu

Employee

Name: *
Full Name

9

Enter the full name and email of the Employee to receive the bonus here **tab** to next field

Compensation

Email:
compensation@isu.edu

Employee

Name: *
Full Name

Email: *
Email Address

Payroll

Name:
Payroll

10

Click "Begin Signing"

ternpati@isu.edu

Payroll

Name:
Payroll

Email:
payroll@isu.edu

Begin Signing

English (US) | Contact Us | Terms of Use | Privacy | Intellectual Property | Trust

11 Click "Got it"

as process to an employee for
PP 3150. Performance bonuses

The screenshot shows a document signing interface. At the top, there are three buttons: "CONTINUE" (highlighted in orange), "FINISH LATER", and "OTHER ACTIONS" with a dropdown arrow. Below the buttons, there is a text area containing the following text: "should be utilized infrequently and are dependent upon the availability of... approval by the employee's leadership chain. Supervisors must also consider... ance bonus may have on other employees within the unit doing similar work... y be awarded to a qualifying employee per fiscal year is \$2,000." Below the text, there is a form with several fields: "Banner ID:", "Job Title:", "Index to be charged:", "Proposed Check Date:", and "Source (UBO/Budget):". A callout box with a white background and a drop shadow is positioned over the "CONTINUE" button. The callout contains the text: "Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)" and a "GOT IT" button.

12 Click "Continue"

as process to an employee for
PP 3150. Performance bonuses

The screenshot shows a document signing interface. At the top right, there is an "OK" button. Below it, the Idaho State University logo is displayed, along with the text "Powered by docusign". Below the logo, there is a text area containing the following text: "should be utilized infrequently and are dependent upon the availability of... approval by the employee's leadership chain. Supervisors must also consider... ance bonus may have on other employees within the unit doing similar work... y be awarded to a qualifying employee per fiscal year is \$2,000." Below the text, there is a form with several fields: "Banner ID:", "Job Title:", and "Index to be charged:". The "CONTINUE" button is highlighted in orange.

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Enter the employee's information, the UBO will provide additional details or comments about the funding source if needed.

Performance-Based Bonus Request & Payment Authorization Form

This form is to request a one-time performance-based bonus outside of the annual merit increases process to an employee for exceptional meritorious service following guidelines in the ISU Employee Compensation Policy, ISUPP 3150. Performance bonuses should be utilized infrequently and are dependent upon the availability of funds as well as consideration and approval by the employee's leadership chain. Supervisors must also consider internal equity impacts the performance bonus may have on other employees within the unit doing similar work. The maximum total amount that may be awarded to a qualifying employee per fiscal year is \$2,000.

Name: <input type="text" value="Employee to receive bonus Full Name"/>	Banner ID: <input type="text" value="00000000"/>
Position Control Number (PCN): <input type="text" value="000000"/>	Job Title: <input type="text" value="Best Person Ever"/>
Department: <input type="text" value="Human Resources"/>	Index to be charged: <input type="text" value="INDEX"/>
Amount Requested: <input type="text" value="\$2000.00"/>	Optional Proposed Check Date: <input type="text" value="11/17/2024"/>
Additional comments on funding source (UBO/Budget): <input type="text" value="UBO comments go here"/>	

Does the employee have a completed **performance** evaluation rating of "Meets Expectations" or better within the past twelve (12) months?

Supervisor Acknowledgement

Has the employee received a prior performance bonus within the current fiscal year?

If Yes, please list the prior amount received (maximum allowable per fiscal year is \$2,000) and explain the rationale for a second request:

Rationale for Performance Bonus Request: Please provide a brief explanation of why a performance-based bonus is being requested for the employee. The employee's recent service must be exemplary and exhibit significant contributions to the University.

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Select the appropriate response from each of the drop menus

Department: <input type="text" value="Human Resources"/>	Index to be charged: <input type="text" value="INDEX"/>
Amount Requested: <input type="text" value="\$2000.00"/>	Proposed Check Date: <input type="text" value="11/17/2024"/>
Additional comments on funding source (UBO/Budget): <input type="text" value="The UBO will fill out this section"/>	

Does the employee have a completed **performance** evaluation rating of "Meets Expectations" or better within the past twelve (12) months?

Supervisor Acknowledgement

Has the employee received a prior performance bonus within the current fiscal year?

If Yes, please list the prior amount received (maximum allowable per fiscal year is \$2,000) and explain the rationale for a second request:

Rationale for Performance Bonus Request: Please provide a brief explanation of why a performance-based bonus is being requested for the employee. The employee's recent service must be exemplary and exhibit significant contributions to the University.

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If the employee has received prior performance bonus within this fiscal year provide and explanation for the 2nd request here.

Does the employee have a completed performance evaluation rating of "Meets Expectations" or better within the past twelve (12) months? Supervisor Acknowledgement

Has the employee received a prior performance bonus within the current fiscal year?
If Yes, please list the prior amount received (maximum allowable per fiscal year is \$2,000) and explain the rationale for a second request:

Rationale for Performance Bonus Request: Please provide a brief explanation of why a performance-based bonus is being requested for the employee. The employee's recent service must be exemplary and exhibit significant contributions to the University.

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Provide the rationale for the performance bonus request

Has the employee received a prior performance bonus within the current fiscal year?
If Yes, please list the prior amount received (maximum allowable per fiscal year is \$2,000) and explain the rationale for a second request:

If this is the 2nd request - provide an explanation of the additional request here.

Rationale for Performance Bonus Request: Please provide a brief explanation of why a performance-based bonus is being requested for the employee. The employee's recent service must be exemplary and exhibit significant contributions to the University.

17 Click "Finish"

