

IMMEDIATE RECOGNITION ACTION FORM

Please complete the information below and submit it to the Budget Unit Director and Vice President for approval. Upon approval, forward the original form to Talent Management and Culture, hrdept@odu.edu for processing.

- **Eligibility Requirements:** Employee must have achieved a rating of 'Contributor/Successful' or higher on the most recent performance evaluation. Employee must have no formal discipline within the preceding 12 months.
- **Monetary awards cannot exceed \$5,000 or 10% of the employee's base salary, whichever is greater per fiscal year (hourly and classified only).**
- **Recognition leave cannot exceed 5 days from January 10 – January 9;** expires 12 months from the date it was awarded (excludes hourly and adjuncts).
- **Effective dates by Employee Type** (Payday typically occurs two pay periods after the effective date.)
 - Classified, Administrative/Professional Faculty, and Teaching & Research Faculty: Use **10th** or **25th** of the month.
 - Hourly and Adjunct: Use the **1st** or **16th** of the month.

Employee & Department Information					
Budget Code	VP Area	Department Name		Effective Date	
Position Number	UIN	Last Name	First Name	MI	
Employee Type (Check one) <input type="checkbox"/> Classified <input type="checkbox"/> AP Faculty <input type="checkbox"/> T&R Faculty <input type="checkbox"/> Adjunct Faculty <input type="checkbox"/> Hourly					
Recognition Award Information					
<input type="checkbox"/> Monetary Award * Amount: \$ _____		Justification for Recognition (Attach additional pages if necessary)			
<input type="checkbox"/> Recognition Leave Number of Days/Hours Awarded: _____					
<small>*When monetary awards are given, funds must be available in expense sub account code 4036 Bonus and Incentives prior to submitting this form to the Division of Talent Management and Culture. If this form is processed and funds are not available, the Office of Budget & Planning will report it as a negative budget variance. Budget adjustments should be forwarded directly to the budget@odu.edu.</small>					
Required Signatures for Approval			Processing Information		
▼ Supervisor's Signature	Printed name	Date		Date	Initials
▼ Budget Unit Director	Printed name	Date	Payroll		
▼ Vice President	Printed name	Date	Eligibility Verified		
▼ Talent Management and Culture	Printed name	Date	Overtime Recalculated		