

## 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](mailto: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"/> Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/> AP Faculty <input type="checkbox"/> T&R Faculty <input type="checkbox"/> Adjunct Faculty <input type="checkbox"/> Hourly					
Recognition Award Information					
Has the employee received a monetary award this fiscal year? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the employee received recognition leave this calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No	Recommending Supervisor/Contact for Processing Questions:			
<input type="checkbox"/> Monetary Award * Amount: \$ _____  <input type="checkbox"/> Recognition Leave Number of Days/Hours Awarded: _____  <small>*When monetary awards are given, funds must be available in account code 4036 Bonus and Incentives prior to submitting this form to Talent Management and Culture Division. If this form is processed and funds are not available, the Office of Budget &amp; Planning will report it as a negative budget variance. Budget adjustments should be forwarded directly to the <a href="mailto:budget@odu.edu">budget@odu.edu</a>.</small>		<b>Justification for Recognition</b> (Attach additional pages if necessary)			
Required Signatures for Approval					Processing Information
▼ Supervisor's Signature	Printed name	Date			
▼ Budget Unit Director	Printed name	Date	Payroll	Date	Initials
▼ Vice President	Printed name	Date	Eligibility Verified		
▼ Talent Management and Culture	Printed name	Date	Overtime Recalculated		