

## Cash Awards to WSU Employees

NOTE: The website URL for Workday reference guides that are referenced in this section is:  
<https://confluence.esg.wsu.edu/display/WKB/Workday>

### OVERVIEW

Employing departments giving cash awards to employees in recognition of achievements related to employment are to process the awards through Payroll Services.

### Students

Departments process cash awards to students as departmental scholarships (see *BPPM* 30.90).

### Supporting Account

Expenditures for employee awards from state funds are limited to \$200 gross in accordance with *RCW* 41.60.150. Any awards over \$200 gross must be paid by or supplemented with FN057 funds.

Expenditures from a function FN057 account to support expenditures for employee awards must be allowable in accordance with section *BPPM* 70.33.

### PROCEDURE

The employing department creates a One-Time Payment in Workday. NOTE: If the award is not to be included in the employee's paycheck, follow the appropriate steps to request a physical check. (See the Workday Request One-Time Payment reference guide.)

An award memo should be uploaded in the Workday One-Time Payment process, and a copy retained in the department, detailing the following award information:

- Name of recipient
- WSU ID number of recipient
- Supporting account worktags
- Gross amount to be awarded
- Short description of the award
- Signature of the responsible dean or equivalent administrator

### Deductions

Workday can calculate the award one of two ways, gross to net or gross up. Either way, Payroll Services makes appropriate deductions and remits and reports them to the federal government.

### Gross Up

If the department wants the employee to actually receive a set amount with taxes and withholding prepaid, Workday calculates

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Gross Up (cont.)	the necessary gross using the gross-up method. The department pays the additional employer contributions.
<b>Confidential Award</b>	If the award is to be confidential until awarded, e-mail the Payroll Services Director to request that Payroll hide the employee's pay slip.
<b>Supporting Documentation</b>	The department is responsible for retaining supporting documentation that provides justification for the award and describes the selection process. See <i>BPPM</i> 90.01.