*President/Vice President-Approved and School/College Faculty Awards*

*Award Action Form*

This form is to be used for the approval and processing of awards that are typically school/ college-based, university-wide or VP-sanctioned (see below) and are ***not*** part of the Classified Recognition Award Guidelines or the Faculty Bonus Award Policy. These awards will normally be included in a single check with regular pay. Taxes are withheld at the supplemental rate.

Approved awards include:

• School/college-based faculty awards

• Presidential Awards for Community Multicultural Enrichment (PACME)

• Dorris Douglas Budd (DDB) Award

• Staff Senate PRIDE Award

• Finance and Administration Customer Service

Complete the information below and obtain appropriate signatures. Forward the original to VCU Payroll Services, P.O. Box 842511, *by the deadline listed on the* [*Online Processing Schedule.*](http://www.hr.vcu.edu/payroll/schedule.html)

|  |
| --- |
| Name of Award Program: |
| Employee Name: |
| V-ID #: |
| Department: |
| Effective date (10th or 25th of month): |
| Award amount: |
| Index to be charged: |

Award Committee Chair Date:

President/Vice President/Dean, as appropriate, or designee Date:

**Processing information:**

Pay roll:       (Overtime recalculated)

AWR code: