**Updating Bonus Amount After Hire**

Scenario: If a manager wants to implement a bonus for an employee after they have accepted their offer letter, please follow the steps and complete the form below.

1. Before sending the request to HR it is the manager's responsibility to have already gained approval from their manager's manager (Janet Skeens or Amanda Savage). Once the approval has been received, please complete the following form, and copy and paste it into an email that is to be sent To HR and CC Janet Skeens and Amanda Savage.

If over $2,000, attach corresponding KPI’s that must be met for that employee.

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| **Bonus Update** |
| Employee Receiving Bonus |   |
| Employees Department  |  |
| Annual Bonus Amount |  |
| Additional Bonus Information |  |
| Bonus Approved By (Name, Via & Time/Date) |  |
| Updated Offer Letter Needed (Please Select) |  [ ] Yes [ ] No  |

1. After HR has received the table above adjustments will be made to the corresponding department bonus file.