HUMAN RESOURCES

Staff Incentive Program (Monetary)

Staff incentive programs are planned processes that recognize the efforts of staff who support the UNM Mission, those who accomplish department goals, and those individuals who are high performers.

To establish an incentive program please complete the following information:

DEPARTMENT CONTACT INFORMATION

Department Name:	Department Org Code:
Program Sponsor Name:	Title:
Phone:	Email:

ABOUT THE PROGRAM

1. Provide a short description of the incentive program or event, the expected outcomes, and the purpose or business need for the program.

Description of program/event:	
Expected outcomes:	
Purpose/business need:	

2. Select only one recognition type.

Recognition Type:
☐ Individual
☐ Team *(For group incentives, all individuals in the group must share the same goals and monetary plan – see below.)*

3. List eligible plan participant(s) *(attach spreadsheet if more than six)*:

1.	UNM ID:	4.	UNM ID:
2.	UNM ID:	5.	UNM ID:
3.	UNM ID:	6.	UNM ID:

MONETARY PLAN DETAILS (One-Time Payout)
(A monetary incentive can be a flat amount for overall accomplished goals or a percentage of base salary for each accomplished goal)

Please designate the specific program timeframe.	From: To:
Frequency *(select one)*: ☐ Quarterly ☐ Bi-annual ☐ Annual	☐ Total flat amount for overall accomplished goals $ ☐ Total percentage of base pay for overall accomplished goals %*
Describe how the incentive will be funded *(For Financial Officer Review)* Total estimated cost: $ Type of funding: ☐I&G ☐Non I&G (unrestricted) ☐ Non I&G (restricted) Notes:	Index: Account: Distribution: % Index: Account: Distribution: % Index: Account: Distribution: %

Goal	Description of Goal	Distribution ☐ $ ☐ %	Achieved