



CDS Employee Bonus Disbursement Request & Authorization

When planning the yearly CDS budget, the employer has the flexibility to offer employee benefits, such as a employee bonus. A bonus is an **optional** benefit. A bonus must be pre-planned and budgeted. Funds for a bonus must be accrued (saved) from each hour worked per employee before the bonus payment is made.

When an employer chooses to disburse a bonus to their employee(s), they must complete this form as their authorization. Bonus disbursement process:

1. Employer completes this form, not the employee.
2. Employer submits this form via email to michelle.brewer@imagine-enterprises.org or via fax at 866-422-7609.
3. Imagine Enterprises will calculate how much the employee(s) have accrued as of the date this form is received. NOTE: A bonus is paid based on the accrued hours by each employee, therefore, the employee may not be eligible to be paid the full bonus that is notated in the CDS budget.
4. Form must be received by the Wednesday prior to the time deadline to be paid on the next payroll.

STEP 1: Employer provides the names of the employee(s) they are requesting a bonus disbursement for and the dollar amount. (Employer completes)

_____ \$ _____	_____ \$ _____
Employee Name	Employee Name
_____ \$ _____	_____ \$ _____
Employee Name	Employee Name
_____ \$ _____	_____ \$ _____
Employee Name	Employee Name

I authorize Imagine Enterprises to calculate the amount accrued for the employees listed above.

_____	_____
Employer Name	Employer Signature

Date of Request	
_____	_____
Employer Phone Number	Employer Email

STEP 2: Below is a list of the employees that you have requested to disburse a bonus to, Imagine Enterprises has calculated the amount of bonus monies each staff have accrued. (Imagine Enterprises completes)

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____

STEP 3: Authorization of accrued bonus disbursement (Employer completes)

Employer: Your signature below indicates your authorization to disburse each employee accrued bonus as detailed in Step 2.

_____	_____
Employer Name	Employer Signature

Date of Approval	