



Office of the Provost

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**OFFICE OF THE PROVOST/UNIVERSITY COLLEGE
FLEXIBLE PAY AWARDS NOMINATION FORM
SPOT PERFORMANCE AWARD**

- Eligible staff must be a regular, non-organized P&S employee.
- Percent of staff appointment must be 50% or greater.
- Departments are responsible for funding of awards.
- Flexible pay is a lump sum payment which is subject to taxes and is not included in the base salary.

Employee Name:

Employee ID #

Classification:

Department

Funding Source

\$ Amount Requested

To/From Dates of Performance:

(Not to exceed \$200 net)

Has employee received flex pay award this fiscal year? Yes

No

If yes, date(s) of previous award

(Maximum of 6 per year, must be 30 days apart.)

Describe accomplishment/achievement:

Forward form to your HR Rep, Office of the Provost/University College