



Award Request for UGA Employees
(Funded by the UGA Foundation)

Date

Department Name & Number

The below named University of Georgia faculty/staff member is the recipient of the indicated award which has been approved for funding by the University of Georgia Foundation. Award will be processed through UGA's payroll system with appropriate taxes withheld.

OneUSG Connect Employee ID/Record #

Employee Name (First, MI, Last)

University of Georgia Employee ID #

Gross Up¹ _____ %

Net Value²

Amount Awarded

Purpose of Award:

Funded by:

UGAF OneSolution Account #

UGAF OneSolution Account Name

Payment Approval:

Authorized by VP/Dean

Date

Foundation Business Office

Date

Notes:

- 1) "Grossed Up" Provides for the employee tax impact to be included in the award so that the amount realized by the employee is the amount of the actual award. The percentage is obtained by UGA Payroll
- 2) "Net Value" does not get grossed up and the employee is responsible for the tax impact of the award amount.