

**UCSD CAMPUS STAFF APPRECIATION RECOGNITION PLAN (the STAR Plan)
AWARD PAYMENT AUTHORIZATION FORM (MULTIPLE RECIPIENTS)**

To be eligible for the STAR Plan Incentive Award employees must be non-probationary and have a solid or better performance rating.

CASH AWARD: This payment will be processed through the UCSD Payroll Personnel System on the employee's next pay schedule subsequent to the receipt of this document by the Payroll Division. It will be subject to Federal, State, and Social Security Taxes. It will not be considered covered compensation for retirement purposes. All payments will be paid through Subaccount 2. The signature of the Department Head/Chair or Department Business Officer is required.

NOTE: Across-the-board awards are not allowed under the STAR Plan.

Performance Standard:

Description of Performance:

DOS Code to be used: XSC-funded through central pool or XSL-Not funded through central pool.

Employee Name	Employee ID #	Appointment Type	Non Probationary	Performance Rating	Title Code	CBU	Pay Schedule	Index	DOS Code	Award Amount	Annual Salary	COMPENSATION USE ONLY	
												10 % OF ANNUAL SALARY	YTD AWARD AMOUNT

Department/Department Contact

Department: _____

Print Name: _____

Phone: _____

Email: _____

Department Head/Chair or Business Officer

Print Name: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Chancellor
(STAR Plan cash award above \$5,000 require Chancellor Approval)

Print Name: _____

Signature: _____

Date: _____

COMPENSATION USE ONLY

Date Received: _____

Approved By: _____

Date Approved: _____

INSTRUCTIONS ON HOW TO PAY AN AWARD:
Scan PDF form with all appropriate signatures and send via email to cspeaks@ucsd.edu with a copy to eduenas@ucsd.edu. You can also submit the request via inter-department mail using mail code 0922 attention Caprece Speaks-Toler or Liz Dueñas.