

DEGREE/CERTIFICATION INCENTIVE REQUEST FORM

Employee Name: _____ Date of Hire: _____

Position Title: _____ Department: _____

Type Degree/Certification Earned: _____

Date Degree/Certification Granted: _____

Agency/University/College Granting Degree/Certification: _____

Location of Same: _____
City State

Category	Incentive Amount	*Amount you are Requesting
Professional Certification	\$500	
Associate's Degree	\$750	
Bachelor's Degree	\$1,000	
Master's Degree. or Ed.S	\$2,000	
Master's Degree (MFA only)	\$3,000	
Doctorate Degree (Ph.D, Ed.D)	\$4,000	

***Payments for the Degree Incentive will only be made to employees who earn degrees at a higher level than already obtained. No payment will be made for obtaining a second degree at the same level. Payments will be made for only one Certification in the profession.**

Describe how degree/certification is related to current specific job duties:

I request payment for earning the above referenced degree/certification (circle one) in accordance with the university's compensation plan. I attest that the information contained in this request is true and accurate to the best of my knowledge. I have attached the appropriate transcript or certification notification to validate my request. I further understand that any misrepresentation to this request may be cause for disciplinary action, up to and including discharge.

Employee Signature

Date

I have reviewed the request and documents submitted by the employee and concur with the explanation of the degree or certification being job related.

Signatures:	For Human Resources Use Only
Department Head Date	Dir. Of HR Signature Date
	Comments:
Dean/Vice President Date	Amount Approved: \$

This form must be completed and submitted in PeopleAdmin along with the Degree/Certification PARF