



Board of Trustees / Presidential Incentive Questions

HR and Payroll have received several questions regarding the notice that eligible employees received yesterday, June 23rd, 2022. Eligible employees received an email correspondence alerting them to the details of this one-time bonus noting the following:

Eligibility rules and payment details are as follows:

- Must be a benefited Staff, Administrative or Contract employee, with a start date before 4/30/2022.
- Must be actively employed/working on 7/29/22.
- Must be earning a full-time equivalent base salary of \$60,000 or less annually, as of 4/30/2022.
- Must be an employee on a fiscal year appointment, at 1.0 full time equivalent (FTE) to earn the full amount of \$1,700.
 - Incentives will be prorated for calendar employees, or those working less than 1.0 FTE as appropriate.
- Payment of the incentive will be as follows: Half will be paid to you on 7/29/2022. The remaining half will be paid on 03/31/2023, so long as you are a current and active University of Wyoming employee.
 - This incentive will be taxed separately from your end of July paycheck.
 - The net pay (amount after taxes) will be included in your end of July deposit or check, depending on your personal payment methods in HCM.

Additionally, HR and Payroll would like to clarify that the range of \$1,750 – \$1,900, communicated prior to finalization, was an estimate based on the number of eligible employees. The total number of eligible employees included in the allotted period exceeded the original estimates, resulting in the total payment of this bonus to be \$1,700 as described above. Please direct any additional questions to HR at 307-766-5612.