

**Request for SAO
Personal Recognition for Ingenuity, Drive and Excellence (PRIDE) Award**

A. APPROVALS

Employee's Name: Employee is: ☐ Federal ☐ Trust

PeopleSoft Chartfield:

Net Amount: Amount Spelled Out:

Awarded By (Supervisor's Name/Title):

Signature:

Date:

Approved By (Supervisor's Name/Title):

Signature:

Date:

Financial Management (Funds Control Name/Title):

Signature:

Date:

B. AWARD INFORMATION

Summary Statement Explaining Basis for Award:

Effective Date:

Period Covered by Award:

From:

To:

C. INSTRUCTIONS

An employee may receive an individual award in any net amount up to \$300, with a yearly cap of \$1,500 for any individual employee in a single fiscal year. Organizations have the authority to determine specific award amounts for each particular award. PRIDE awards should be limited to recognition of accomplishments representing important contributions and achievements that do not rise to the level of warranting a higher level monetary and/or non-monetary performance award.

Awards are granted in net amounts and are subject to federal, state, local and FICA (including Medicare) payroll taxes. The National Finance Center will calculate the gross amount of the award to include the required payroll taxes and include this information on the employee's Statement of Earnings and Leave. All awards will be included in the gross annual wages on the employee's Form W-2, Wage and Tax Statement.

Complete Parts A and B of the form, obtaining approvals from two supervisory levels and Financial Management. Send the request to Human Resources Benefits Office at MS17. Human Resources will enter the award information into PeopleSoft and send the nominating supervisor a PRIDE Award Certificate for presentation to the employee. NFC will process and issue payment through the Department of Treasury. The award payment will be direct deposited into the employee's account.