



## Recruitment Incentive Payment Authorization and Repayment Attestation (Campus)

Use this form to obtain employee understanding for recruitment incentive payments in accordance with the [UWHR's Recruitment Incentive Payment policy](#). Receipt of the approved recruitment incentive payment is conditioned on agreement with the following terms.

**Workday Process:** Departments must initiate all recruitment incentive payments through the Request One-Time Payment business process in Workday.

If an accommodation is needed in the completion and submission of this form, please contact Total Talent Management.

### Employee information

1. Employee name:
2. Employee ID:
3. Major Organization:
4. Start date:
5. Repayment term end:
6. Manager:
7. Business title:
8. Recruitment incentive payment amount:
9. Starting salary:
10. FTE:
11. Job profile number and name:

## Attestation

- I understand that my offer of employment included a recruitment incentive payment (signing bonus) in the amount listed above.
- I understand that the approved recruitment incentive payment will be paid by the second regularly scheduled paycheck following my first day of employment.
- I understand that the full amount of the recruitment incentive payment must be repaid to the University if I voluntarily terminate University employment, change jobs from the position, department, FTE, or shift I was hired into, or if I engage in behavior that makes termination of employment necessary prior to the Repayment Term End date listed above.
- I understand that the University of Washington can withhold the full or partial repayment of a recruitment incentive from my remaining final paychecks depending on availability of earnings to cover the repayment.
- I understand that acceptance of this offer may have tax implications for me, and necessary payroll deductions will be taken from the recruitment incentive payment.

## Signatures

Employee signature and date:

Department signature and date:

Department signature and date: