# Recruitment Incentive Payment Authorization and Repayment Attestation (CAMPUS)

Use this form to obtain employee understanding for recruitment incentive payments in accordance with the [University’s Staff Recruitment Incentive Payment policy](https://hr.uw.edu/talent/hiring-process/recruitment-incentive-payments/).

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

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| --- | --- | --- | --- | --- | --- | --- |
| Employee Last Name: | | | First Name: | | | |
| Major Organization: | | | | Employee ID: | | |
| Start Date: | | Repayment Term End: | | Manager: | | |
| Business Title: | | Recruitment Incentive Payment Amount:  $ | | Starting Salary: $ | | FTE:       % |
| Job Profile: | | Job Profile Name: | | | | |
|  | | | | | | |
|  | I understand that my offer of employment included a recruitment incentive payment (signing bonus) in the amount listed above. | | | | | |
|  | I understand that the full amount of the recruitment incentive payment must be repaid to the University if within one year of the date of the position start date 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. | | | | | |
|  | 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. | | | | | |
| Employee Signature: | | | | | Date: | |
| Department Approval Signature: | | | | | Date: | |
| Department Approval Signature: | | | | | Date: | |