# 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:        |
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| [ ]  | 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: |