Service & Retirement Awards Procedures

- Department is notified by Human Resources of employee(s) that is eligible for a Service or Retirement Award
- Department notifies the employee of the award
- Department has the employee fill out the Taxability of Service or Retirement Award

For Service Awards (UH Bookstore gift card):
- Department completes and submits to the Business Office for approval:
  - IDO (FSO-30)
  - Form 136
  - Taxability of Service or Retirement Award
  - KCC Service Award Certificate Verification Form (approved by HR)
- Business Office reviews and approves the Form 136 and IDO.
- The original IDO is returned to the Department
- Department submits the IDO to the UH Bookstore to purchase the gift card

For Retirement (cash award):
- Department submits a Disbursing Voucher (DV) in KFS
  - In the “Payment Information” tab of the DV, ensures that the Payee Type = “Vendor” and not “Employee”.
  - The employee must be created in KFS as a “Vendor” before creating a DV
- Department completes and submits to the Business Office for approval:
  - DV Coversheet
    - Department must notate when submitting if a physical check is needed back
  - Taxability of Service or Retirement Award
- Business Office reviews and approves the DV
- Disbursing to issue the payment
- Cashier’s Office to distribute check if requested back