

## 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