Purpose: Documents departmental authorization for award payments (which are considered taxable income) under Government Code section 19823 and Article 4 of the California Code of Regulations for approved employee awards, including:

- Employee Suggestion Program
- Superior Accomplishment Award (Gold or Silver)
- Sustained Superior Accomplishment Award

Instructions:

1. The department's Merit Award Administrator sends the completed form to the Personnel Office, Transaction Unit for awards of **$5,000 or less.**
   - For awards **over $1,000**, ensure the department's Fiscal Officer and Director (or designee) also sign the **Identification and Recovery of Savings form (CalHR 134).**
   - Awards **over $5,000** require review by the State Merit Award Board and approval from the CalHR Director and Legislature.
2. Attach **one** of the following before submitting to the State Controller's Office (SCO) for payment:
   - **Payroll Adjustment Notice (STD 674)**
   - **Miscellaneous Payroll Action (STD 671)**

1. MERIT AWARD SELECTION

Please select **one** award:

Employee Suggestion Program

- ☐ Improved Procedures $50 - $150
- ☐ Improved Safety $50 - $1,000
- ☐ Cost Savings $100 - $50,000

Superior Accomplishment Award (Gold or Silver)

- ☐ Gold $50 - $500
- ☐ Silver $25 - $250
- ☐ Sustained Superior Accomplishment Award $25 - $250

Award Amount $ _____

2. DEPARTMENT

Enter the full name of the department.

3. EMPLOYEE INFORMATION

Full Name *Enter the full name of the employee being awarded. If it is a group award, this form will need to be completed for each member of the group.*

Employee Identifier *Last four SSN or Employee ID.*

Job Title *Enter the job title of the awardee.*

Classification *Enter the classification of the awardee.*

Phone Number *Enter a valid work phone number, including area code.*

Email Address *Enter a valid work email address.*

4. AWARD CERTIFICATION AND DEPARTMENT APPROVAL

It is hereby certified that the foregoing award was approved in accordance with the provisions of Government Code section 19823 and Article 4 of the California Code of Regulations.

Merit Award Administrator *Enter the full name of the department Merit Award Administrator.*

Title *Enter the job title of the department Merit Award Administrator.*

Signature

Date

Employee Supervisor *Enter the full name of the awardee's supervisor.*

Title *Enter the job title of the supervisor.*

Signature

Date

Department Director *Enter the full name of the department Director or designee.*

Title *Enter the job title of the Director or designee.*

Signature

Date

Personnel Officer *Enter the full name of the department Personnel Officer or designee.*

Title *Enter the job title of the Personnel Officer or designee.*

Signature

Date

Fiscal Officer *Enter the full name of the department Fiscal Officer or designee.*

Title *Enter the job title of the Fiscal Officer or designee.*

Signature

Date