



EMPLOYEE BONUS REQUEST

P-R-I-N-T Employee Name: _____

P-R-I-N-T Participant Name: _____

Total Amount of Bonus to be paid: _____

**Signatures are required for payment*

Employee: _____

Participant Employer/Managing Party: _____

FREQUENTLY ASKED QUESTIONS

When should a bonus be submitted?

Bonus requests need to be submitted with your regular payroll submission schedule.

When will my bonus be paid?

If a bonus is requested with payroll, it will be paid the following Friday. If a bonus is requested after this deadline, it will be paid the following pay period.

Who approves a bonus to be paid from the client budget?

Once the bonus is approved by the County Case Manager, the Managing Party will complete this form with the employee and send the request with payroll submission.*Only an approved bonus will be paid from the client budget.

How am I paid for my bonus?

If you submitted a timesheet with the bonus request, it will be combined as a lump sum total within your paycheck. If you submitted the request without a timesheet, it will be its own deposit.

Options for submitting this request:

Toll Free Fax: 1- 888-400-3238

E- Mail: Payroll@yourfse.com

Questions: Reach out to your CDI Contact

Mail: Consumer Directions
PO Box 517

St. Joseph, MN 56374