

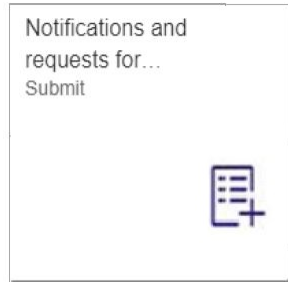
Manual Bonus and allowance

Below you can read how you can grant a bonus or allowance to an employee. This form can be used by supervisors, operation managers and assistants. Bonuses and allowances are paid out together with the salary payment.

After the form is submitted it will be checked by HR before it appear in the Work list of the budget holder for approval.

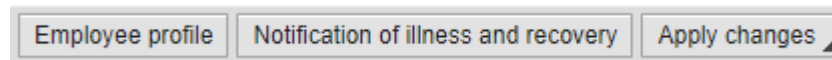
Log in to the [DSPE](#) using your AUAS ID.

Step 1

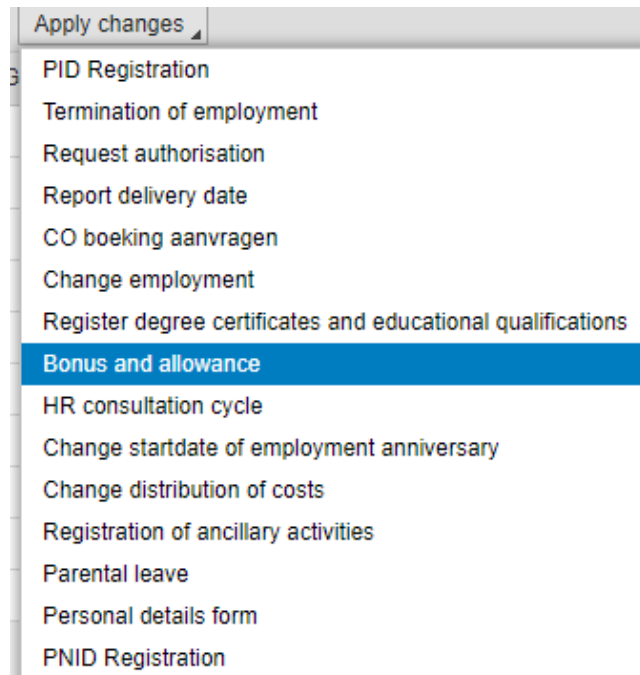


Under the Personnel tab, click on the **Team** tile or the **Notifications and requests for employee – Submit** tile and select an employee

Step 2




In the dropdown under Apply changes, select Bonus and allowance.



Step 3

On the form the current salary scale and grade are already filled in. In the blank line, under Wage type, you can select the allowance by using the dropdown.

Here you can enter the amount and the start date.

Compensation	
Actions	Wage Type *
	
Additional explanation:	Bonus (gross) Settlement of holiday hours (gross) Tempo doctoral bonus (gross)

Step 4

Financial coverage	
Extra financial approval is required:	<input type="checkbox"/>
Advice	
I want the advice of a colleague:	<input type="checkbox"/>

If you need extra financial approval or advice, check the box and the form will be sent to the selected colleague first.

If you want to send an extra copy to a colleague, select that option.

Step 5

Bonus and allowance
<input type="button" value="Check"/> <input type="button" value="Send"/> <input type="button" value="Save draft"/>

In the upper left corner, always click on Check first before submitting the form.

- In general, allowances submitted before the 15th will be paid out with that month's salary. If the form is submitted later, the amount will be paid out in the next month.
- If a bonus or allowance is not on this form you can request it at the Personnel and Salary Administration (PSA)
- If an employee is no longer employed but a subsequent payment is needed, also request this at the PSA.