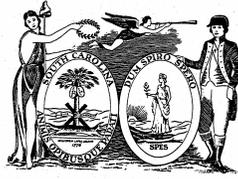


STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF HUMAN RESOURCES

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(803) 737-0900

SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors

FROM: Samuel L. Wilkins

DATE: June 29, 2009

SUBJECT: Reporting of Bonuses

Section 89.79 of the 2008-2009 General Appropriation Act allows state agencies to spend state funds, federal funds, and other sources of revenue to provide lump sum bonuses not to exceed \$3,000 per year to employees. In addition, Section 89.18 of the 2008-2009 General Appropriation Act allows agencies to spend public funds and other funds for designated employee awards programs.

For reporting purposes, we request that your agency notify us of all bonuses awarded to employees in your agency by utilizing the Monetary Award Form for bonuses under Section 89.18 of the Appropriation Act or Employee Bonus Form for an individual recipient or the spreadsheet for multiple recipients for Section 89.79 of the Appropriation Act. The forms are located on our web site <http://www.o hr.sc.gov/OHR/employer/OHR-reward-recog.phtm> .

Please ensure that the bonuses are approved by the Agency Director or his designee and that all required information on employee bonuses are submitted to OHR. Any bonuses awarded under these provisos are to be reported to OHR by July 31st. You may forward your bonuses electronically to your HR Consultant, and should you have any questions, please call your HR Consultant at 737-0900.