

Referral Bonus Payroll Notification Document

This document serves as an official authorization and notification for the processing of an employee referral bonus payment. Please complete all fields and submit to the Payroll Department for processing.

1. Referrer Information (Eligible Employee)

Employee Full Name:

Employee ID:

Department:

Job Title:

2. Referred Candidate Information

Referred Candidate Name:

Hired Position:

Date of Hire:

Current Employment Status:

3. Payroll Payment Details

Referral Bonus Amount (\$):

Payroll Run Date / Pay Period:

General Ledger (GL) Account Code:

Payment Type:

4. HR & Payroll Approvals

By signing below, the authorized representatives confirm that the referral meets all company eligibility criteria and approve the payout amount.

HR Manager Name: HR Manager Signature: Date:

Payroll Admin Name: Payroll Admin Signature: Date: