

Please return completed form to Human Resources (159 Administration Building).

Section I: Employee Information

Name: _____ Banner ID: _____

Date of Employment: _____ Job Title: _____

Section II: Graduation/Degree Information

This is to notify Human Resources that I graduated on the following date:

- SPRING GRADUATION: _____
- SUMMER GRADUATION: _____
- FALL GRADUATION: _____

The degree level and program I have completed is:

- BACHELOR'S DEGREE: _____
____ First Degree
____ Subsequent Degree
- MASTER'S DEGREE: _____
____ First Degree
____ Subsequent Degree
- DOCTORAL DEGREE: _____
____ First Degree
____ Subsequent Degree

If this degree accomplishment is a subsequent degree at the same, higher, or lower level of a degree previously held, this degree must be job related for reward consideration. Explain job relatedness below.

Previous Degree Held: _____

Job Relatedness to Current Job Held:

Section III: Signatures

I request consideration for the reward currently in place under the Staff Degree Incentive Program, Policy UM1586. An official transcript as proof of graduation is attached. Transcripts must be provided directly from the issuing school and not via the student. All transcripts should be forwarded to Workforce Management, 159 Administration Building. Job relatedness explanation, if applicable, is true based on my understanding. I have not received an incentive payment from the University of Memphis for any previous degree accomplishment.

Employee: _____ Date _____ Supervisor: _____ Date _____

Section IV: Human Resources Use Only

Degree: _____ First/Subsequent: _____ Amount: _____ HR Initial: _____