Bonus Request and Approval Policy

ACCOUNTING DEPARTMENT

PAYROLL

VERSION	EFFECTIVE	REVIEWED
1.0	March 2026	March 2026

POLICY

Barkan has established a standardized process for requesting, approving, and processing bonuses to ensure compliance, accuracy, and transparency. All bonus requests must adhere to the following guidelines to ensure timely payment and proper documentation.

Procedure

1. Submission Requirement: All bonus requests must be submitted through the official bonus request form (linked below). The form must include all required information:
   a. Requestor's name and email
   b. Employee receiving the bonus
   c. Property and approver selection
   d. Reason for the bonus
   e. Gross bonus amount (the amount is charged to the client and paid to the employee, with taxes deducted from the take-home pay)
   f. Preferred payment date (ASAP or future date)
   g. Notes or instructions (if applicable)
2. Approval Process:
   a. The requestor must select an approver when completing the bonus request form.
   b. The approver will receive an email notification with the completed form attached as a PDF for review.
   c. Approved forms must be signed and emailed to the payroll department for processing.
3. Processing Timeline:
   a. For ASAP requests, bonuses will be processed within 5-9 business days of approval.
   b. Future-dated bonuses must align with regularly scheduled pay dates.
4. Documentation:
   a. All completed bonus forms must be submitted to payroll@barkanco.com to ensure proper tracking and processing.

5. Payroll Submission Deadline:
    a. For bonuses to be included in that week's payroll, approved bonus requests must be received by Payroll no later than Monday at 10:00 AM.
    b. Any requests submitted after this deadline will be processed in the subsequent payroll cycle.
6. Compliance:
    a. Requests outside this process will not be honored.
    b. Misuse of the form or failure to follow the outlined procedures may result in delays or denial of the bonus.

Procedure

1. Submission Process:
    a. Complete the bonus request form, ensuring all required fields are filled out. The form is available at https://form.fillout.com/t/8Jfm9Zoufeus.
2. Approval Process:
    a. The requestor selects an approver who will receive the form for review.
    b. The approver’s signature indicates agreement and approval of the bonus.
3. Routing to Payroll:
    a. Approved forms must be emailed to payroll@barkanco.com for processing.
4. Final Processing:
    a. Payroll will process the approved request according to the timeline specified (ASAP or future date).

For any questions regarding the policy or the bonus request form, please contact your supervisor or the payroll department.