



NYUREFER: IT REFERRAL PROGRAM REWARD REIMBURSEMENT PROCEDURE

1. HR Rep for hiring unit generates check request entitled “NYURefer Reward” for \$1,000*. HR Rep should check off “HOLD FOR PICK UP” box on form and indicate his/her name and telephone number.

**This amount is added to employee’s year-to-date taxable earnings for W-2 reporting. The FICA/Medicare taxes will be taken in a subsequent payment through Payroll.*

2. Attach copy of Applicant Referral Form (which has been approved by the Employment Office), and send to Accounts Payable.
3. Accounts Payable sends copy of check request to Payroll for W-2 reporting purposes.
4. Accounts Payable processes check and informs HR Rep when it is ready for pick-up
5. HR Rep sends check to employee, with congratulatory note.