



## **Employee Referral Program**

A discretionary program to offer a referral incentive for certain approved vacant positions.

### **Scope**

This policy applies to eligible employees in a paid position at the time of the application process and at the time of the payment. The Employee Referral Incentive Program is designed to assist a department's recruiting effort for hard-to-fill and high-demand vacant positions. The recruiting results should advance the University's employment goals and initiatives.

[System Policy Statement](#)

### **University General Guidelines**

1. The University has a list of approved positions for specific vacant positions and/or jobsthat would be eligible for the employee referral.
  - a. The employee referral incentive payment is \$600 for eligible positions.
  - b. Eligible employees may receive more than one incentive payment for different positions per fiscal year if the referrals are hired and meet the program requirements.
2. The referring employee sends a link via Cornerstone to the person they wish to refer. The referred applicant must be applying for a position on the Urbana campus. These guidelines are not designed for use across multiple campuses.
3. The referred applicant must:
  - a. submit an application, using the link from the referral.
  - b. be hired in a position eligible for the referral incentive.
  - c. not be a current or past University employee.
4. The employee referral incentive may not be split between multiple employees.
5. The employee referral incentive payment is a one-time payment issued to the referring employee within 45 days of the new hire's first day of work (New Hire Date). The new hire must be in active status at the time of the referral payment.

## Procedure

1. Confirm the employee referral incentive requirements have been met
2. New hires must be working before payment can be issued
3. Approved referral incentive payments to employees should be initiated by the hiring unit via a lump sum payment
4. Process the HRFE transaction
  - a. Add a lump sum job with a new suffix
    - i. Change the job title to **EMPLOYEE REFERRAL INCENTIVE**
    - ii. Use the beginning of the next pay period as the start of the lump sum job to pay out without the need for a pay adjustment, assuming the transaction is applied by the appropriate calc date
    - iii. Enter the following language for the job comment:

*IHR please add the ERP earn code to pay a \$600 lump sum for an Employee Referral Incentive payment. **[EMPLOYEE RECEIVING LUMP SUM]** referred the hired candidate for **[REFERRED CANDIDATE'S UNIT]** search **[REQUISITION NUMBER REFERRED CANDIDATE WAS HIRED ON]**. ERP forms attached.*
    - iv. Attach the email from Cornerstone with the employee acknowledgement.

## Sanctions

Violations of university policies will be handled in accordance with applicable university policies and procedures which may include disciplinary actions up to and including termination from the University.

## Resources

[Payroll Processing Schedule](#)

[Tax Information](#)

[Contact Information](#)

*Last Modified: February 12, 2024*