

Referral Bonus Form

Completed by Terminal Manager

New Hire: _____

New Hire Emp #: _____

Terminal: _____

Date of Hire: _____

New Hire Referred by: _____

Emp ID: _____

New Hire Signature: _____

Date: _____

Date New Hire Completed Training: _____

CHECK ONE: Driver Recruiting Bonus: _____ \$500.00

Driver Recruiting Bonus: _____ \$1,000.00

Terminal Manager verified active loading cards at time of hire.

(Copies of loading cards must be submitted with Referral Bonus form)

Terminal Manager Approval: _____ Date: _____

Instructions for Completing Referral Bonus Form

Terminal Managers must complete this form and submit to payroll once the New Hire is released from training.

1. New Hire: New Hire name
2. New Hire Emp #: New Hire's employee number
3. Terminal: New Hire's terminal
4. Date of Hire: New Hire's date of employment
5. New Hire Referred By & Emp ID: List the driver and Emp ID that referred the New Hire
6. *New Hire Signature/Date: New Hire signs off on the form stating who referred them.*
7. Date Completed Training: Date that New Hire completed training
8. Select bonus amount to be paid (\$1,000.00 bonus must have copies of loading cards attached)
9. Terminal Manager Approval: TM must sign off approving referral bonus

Form must be sent to payroll in a **timely manner** for processing.
Effective 1/1/2019