

Bravo Award Nomination Form Instructions

SECTION 1 - Nominee Information

1. When nominating someone for a Bravo Award, the nominator should do the following:
 - Initiate and complete all of Section 1. Nominee Information
 - The name of the nominator should be typed in the name, title and date section.
 - Save completed form to computer after completion
 - All Physical Facilities/Facilities Operations nominations should be forwarded to aoadmins@purdue.edu to complete the approval process.
2. All other Bravo nominations should be forwarded to the Bravo nominee's supervisor. If you do not know the nominee's supervisor, this information can be found in the SuccessFactors organizational chart.

SECTION 2 and 3 - Nominee's Eligibility Verification and Unit Approval

3. When the form is received, supervisor verifies nominee's eligibility by electronically signing Section 2. Nominee Eligibility Verification. Eligibility requirements are as follows:
 - Employee has at least three months of service
 - Have no outstanding disciplinary actions
 - Must be in active employment status at time award is paid out
4. Supervisor then completes Section 3. Unit Approval
 - Electronically signs and indicates nominee's proposed award amount
 - Saves approved form to computer after completion
5. Lastly, supervisor emails unit approved nomination form to appropriate senior director for Final Unit Approval and Award Amount.

SECTION 4 - Final Unit Approval

6. Senior director receives form and approves Bravo Award by completing Section 4. Final Unit Approval
 - Electronically signs and approves the nominee's final award amount to be given
 - Saves approved form to their computer
7. Senior director emails approved form to aoadmins@purdue.edu for processing.
8. If the form is not approved by the senior director, it is returned to the supervisor.

SECTION 5 - Business Office/Payroll

9. The Administrative Operations Business Office completes Section 5 for processing through payroll.
10. An email from aoadmins@purdue.edu will be sent to the supervisor and senior director announcing the award and pay date.

OTHER INFO

Please contact aoadmins@purdue.edu for any questions regarding the Bravo Award process. For assistance with completion of the form, please utilize the Adobe signature setup at <https://helpx.adobe.com/reader/using/sign-pdfs.html>.