



UNIVERSITY OF ILLINOIS SYSTEM

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New Hire Sign-On Incentive Frequently Asked Questions System Office

August 2023

1. How much can the sign-on incentive be?

The new hire sign-on incentive payment may be within 5% - 8% of the annual salary offer, not to exceed \$10,000. The exact amount within this range is at the discretion of the unit head in consultation with the Vice President of the unit.

2. Who decides the amount of the incentive?

The incentive request is determined by the unit and is paid from unit funds.

3. When do I need to decide if I want to offer a sign-on incentive for my position?

Requests to offer a sign-on incentive for a specific search must be made at the time the Search/Promotion Request Form is routed to System HR.

4. What levels of approval are needed to offer a sign-on incentive?

System Human Resource Services and the Vice President, or President, for that unit are required to approve the sign-on incentive.

5. Who determines if a sign-on incentive must be repaid due to early exit?

The respective Vice President, in consultation with System Human Resource Services, will determine if repayment is required.

6. When is the sign-on incentive paid to the new hire?

The new hire will receive their incentive within the first 60 days of their official hire date.

7. Does the new hire pay taxes on the sign-on incentive?

Yes. This incentive compensation is taxable income and is subject to appropriate withholdings.

If you have any questions, please email System Human Resource Services at erhr@uillinois.edu.