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](mailto:erhr@uillinois.edu).*