5-3-2012

Employee of the Month: 2012: 05: Brandy Heinrich

University of South Florida St. Petersburg.
MEMORANDUM

DATE: May 3, 2012

TO: Brandy Heinrich
Fiscal and Business Specialist

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee of the Month for May

Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for May 2012!

This award is given to employees who go above and beyond typical job expectations, provide outstanding customer service, or perform distinctive achievements that impact the department/college. You were nominated for this award because you provide fiscal support to any division or department when there is a need. You have assumed the duties of fiscal support for over a year for RHO and recently taken on the responsibilities of fiscal support for Financial Aid, which has been short a staff member for several months as well. Stepping up and assisting the institution when there is a need certainly deserves this recognition!

The Employee of the Month recipient receives a $50 gift card to Publix and a monthly parking pass in the designated Employee of the Month parking space. In order to pick up your gift card, please present this memorandum to the Cashier’s Office, BAY 132, with a photo identification card.

Please note that IRS regulations require that gift cards be included in the gross income of the recipients. This $100 will be added to your taxable wages and you will be appropriately taxed on the next payroll cycle.

I applaud your commitment and dedication to our institution. Again, congratulations!

cc: Julie Jakway, RAVC, Financial Services
Human Resources