

HR351_Adding and Updating Rewards and Recognition**Rewards and Recognition Overview****Leave Reward:**

There are two methods by which leave awards are entered:

1. Agencies using Cardinal as their leave system of record only need to enter leave awards as balance adjustments or entitlements into Cardinal Absence Management. For further information on entering Absence Entitlements, see the Job Aid titled **TA372 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
2. Agencies not using Cardinal as their leave system of record additionally need to enter the leave award hours in the agency's external leave system of record to allow the employee to use the granted leave.

Cardinal does not automatically generate an interface to any external leave systems to grant the related leave award. The agency HR enters the award adjustment into the external agency leave system for the hours to be reflected in the employee's leave balance.

Consolidated reporting pulls leave awards from the **Cardinal Leave Award** page and **Cardinal Absence Management** to show statewide totals of leave awards. For further information on Reports, see the **HCM Human Resources Reports Catalog**. The HCM Human Resources Reports Catalog can be found on the Cardinal website under **Resources**.

Monetary Bonus:

All Monetary Bonus/Awards must be entered on the **Reward and Recognition** page regardless if your agency is using Cardinal Absence Management.

Agency HR Administrator tracks the employee's:

- written agreement
- expiration date of the written agreement per incentive bonus awarded
- payment installments (singular or multiple – as needed)

The Agency HR Administrator updates and submits an excel spreadsheet to Agency Payroll to load into the Single Use Payroll Online Tool (SPOT) for payment to the employee.

Mass Uploads:Agencies using Cardinal Absence Management

- The **TA792_Leave Balance Adjustment Mass Template** should be used if there is a large volume of leave balance adjustments. The agency can submit an Excel file to be uploaded using the mass upload process.
- The **HR409_Reward and Recognition Mass Upload Template** should be used for monetary awards. For further information on Mass Uploads, see the Job Aid titled **Performing a Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Agencies not using Cardinal Absence Management

- The **HR409_Reward and Recognition Mass Upload Template** should be used for both monetary and leave awards. For further information on Mass Uploads, see the Job Aid titled **Performing a Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

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Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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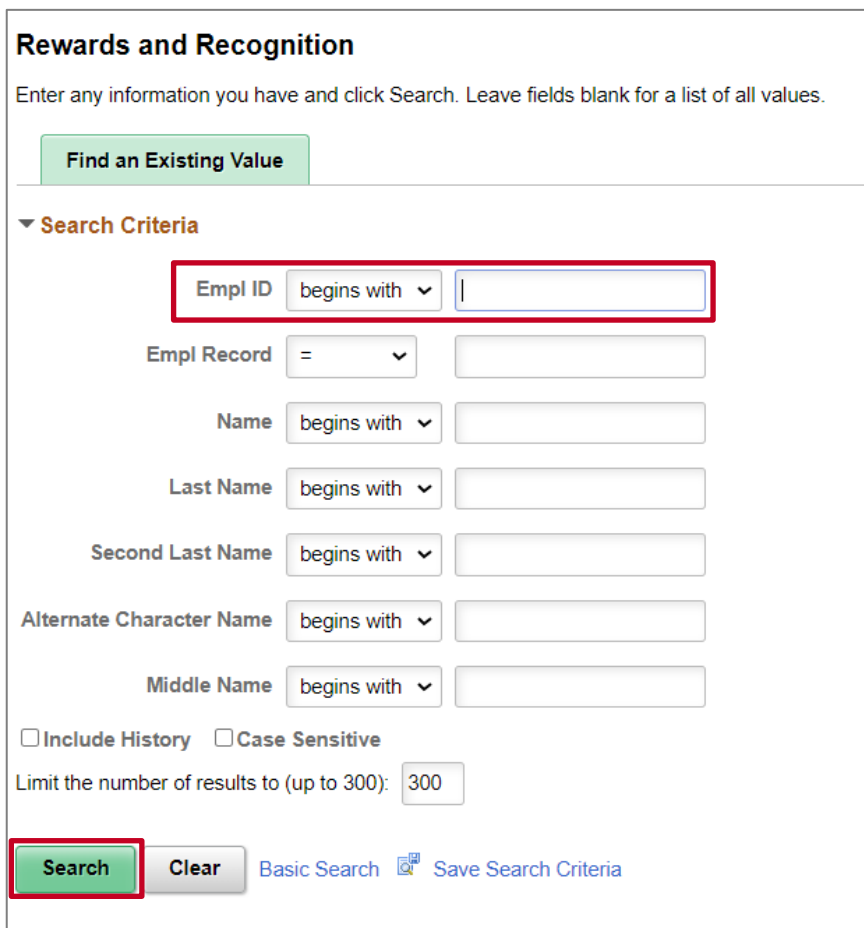
HR351_Adding and Updating Rewards and Recognition**Adding a Reward and Recognition**

Reminder: Agencies using the Cardinal Absence Management system do not record leave on the **Rewards and Recognition** page. Instead, it is entered in Cardinal Absence Management.

1. Navigate to the **Rewards and Recognition** page using the following path:

Menu > Workforce Development > Rwd and Recogn Maintenance

The **Rewards and Recognition Search** page displays.



2. Enter the applicable employee's Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.

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The **Rewards and Recognition** page for the applicable employee displays. The **Reward ID** is auto-assigned.

Rewards and Recognition

| | |
|--|--------------------------|
| Employee Name: HREE4 01HR0101 | Employee ID: 00900005400 |
| Business Unit: 70100 Dept of Corr - Central Admin | Empl Record: 0 |
| Position: DOCHR022 Security Officer III | Critical/Hard to Hire: N |

Reward 1 of 1 View All

Reward ID: 1 + -

Authorization/Written Agreement 1 of 1 View All

| | |
|--|---|
| *Effective Date: 01/07/2020 <input style="width: 60px; border: 1px solid #ccc;" type="text" value="01/07/2020"/> <input style="font-size: 8px; border: 1px solid #ccc;" type="button" value="Calendar"/> | *Creation Date: 01/01/2020 <input style="width: 60px; border: 1px solid #ccc;" type="text" value="01/01/2020"/> <input style="font-size: 8px; border: 1px solid #ccc;" type="button" value="Calendar"/> |
| Expiration Date: 12/31/2020 <input style="width: 60px; border: 1px solid #ccc;" type="text" value="12/31/2020"/> <input style="font-size: 8px; border: 1px solid #ccc;" type="button" value="Calendar"/> | *Written Agreement? Yes <input style="font-size: 8px; border: 1px solid #ccc;" type="button" value="v"/> |
| *Reward Type: ERB <input style="font-size: 8px; border: 1px solid #ccc;" type="button" value="Q"/> Employee Recognition Bonus | |
| Authorized Hours: 0.00 | Authorized Amount: \$1,000.00 |
| YTD Hours: 0.00 | YTD Amount: \$1,000.00 |
| Comments: <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <small>254 characters remaining</small> | |

Award Payouts 1 of 1 View All

| | | | |
|--|-------------------|--------------------------|--------|
| *Award Date: 09/01/2020 <input style="width: 60px; border: 1px solid #ccc;" type="text" value="09/01/2020"/> <input style="font-size: 8px; border: 1px solid #ccc;" type="button" value="Calendar"/> | Award Hours: 0.00 | Award Amount: \$1,000.00 | + - |
|--|-------------------|--------------------------|--------|

Last Update Date/Time: 09/07/20 1:14:35PM by PPS3_KAREN.GHOLSON

Save
Return to Search
Previous in List
Next in List
Notify
Update/Display
Include History
Correct History

4. Click the **Effective Date Calendar** icon and select the effective date of the Reward. This is the date that the award was made to the employee.
5. Click the **Creation Date Calendar** icon and select the date the Reward and Recognition was created.
6. Click the **Expiration Date Calendar** icon and select the date the Reward and Recognition expires. Check the written agreement or Policy statement.
7. Click the **Written Agreement** dropdown button and select the applicable value ("Yes" or "No").
8. Select the applicable reward type using the **Reward Type Look Up** icon.

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9. Complete either the **Authorized Hours** field or the **Authorized Amount** field by entering the applicable hours or amount respectively.
10. Enter any applicable comments (up to 254 characters) in the **Comments** field.
11. Click the **Award Date Calendar** icon and select the effective date of the Award.
12. Complete either the **Award Hours** field or the **Award Amount** field by entering the applicable hours or amount respectively.

Note: If this is a “Leave” reward type, enter the hours in the **Award Hours** field. Upon saving, the value for **YTD Hours Awarded** field will be the total hours for the associated reward type during the leave year ending on January 9th. If this is a “Cash” reward type, enter the amount in the **Award Amount** field. Upon saving, the value for **YTD Amount Paid** field will be the actual paid amounts for the associated reward type during the fiscal year ending on June 30th.

If the amount is going to be paid out on different dates, insert the applicable number of rows using the **Add a Row** icon and repeat Steps 11 and 12.

13. Click the **Save** button.

Note: After saving, the **Last Update Date Time** and **By** fields auto-populate.

HR351_Adding and Updating Rewards and Recognition**Adding an Additional Award**

1. Navigate to the **Reward and Recognition** page using the following path:

Menu > Workforce Development > Rwd and Recogn Maintenance

The **Rewards and Recognition Search** page displays.

Rewards and Recognition

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼


Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History **Case Sensitive**

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

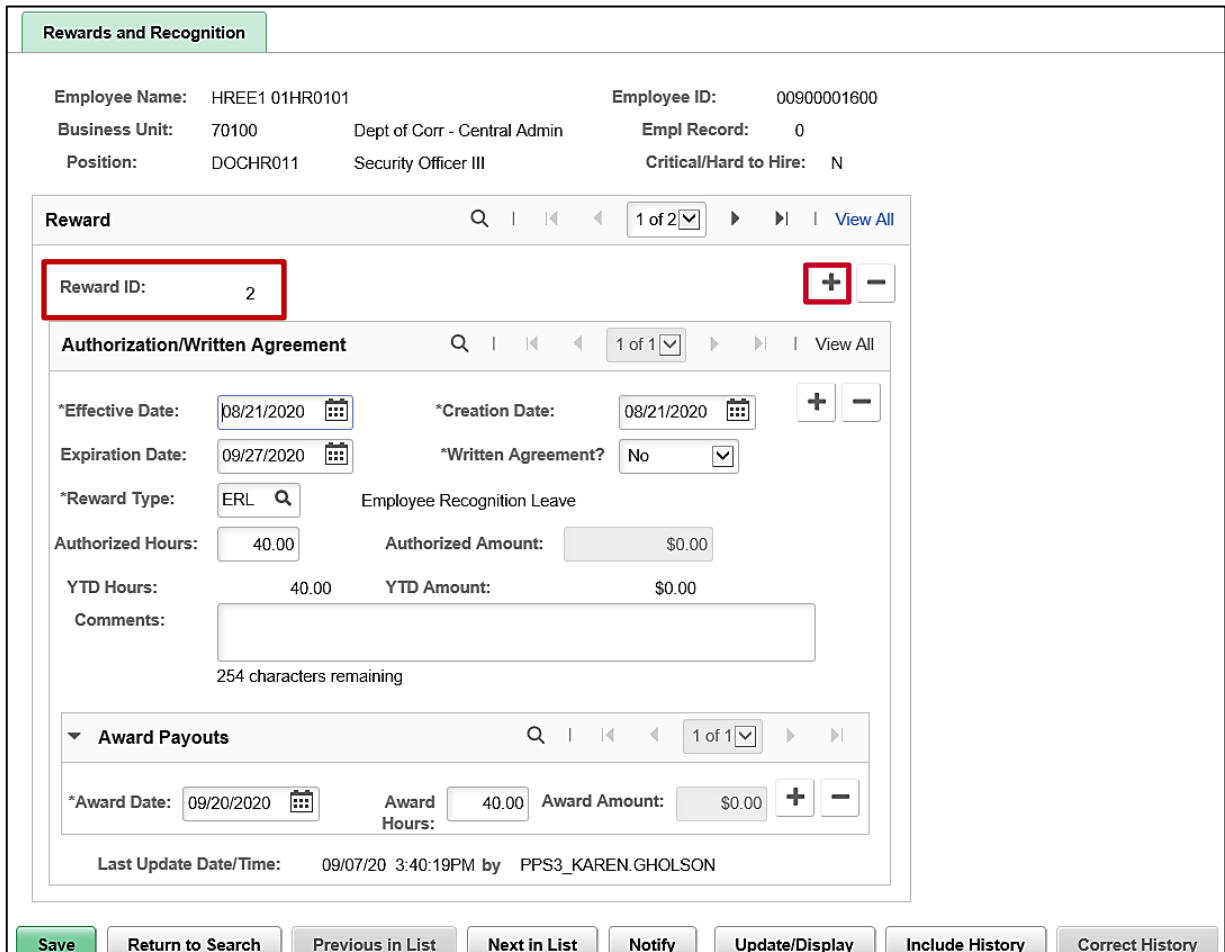
2. Enter the applicable employee's Employee ID in the **Empl ID** field.

3. Click the **Search** button.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

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The **Rewards and Recognition** page for the applicable employee displays.



Rewards and Recognition

Employee Name: HREE1 01HR0101 Employee ID: 00900001600
Business Unit: 70100 Dept of Corr - Central Admin Empl Record: 0
Position: DOCHR011 Security Officer III Critical/Hard to Hire: N

Reward 1 of 2 | View All

Reward ID: 2 + -

Authorization/Written Agreement 1 of 1 | View All

*Effective Date: 08/21/2020 *Creation Date: 08/21/2020 + -
Expiration Date: 09/27/2020 *Written Agreement? No
*Reward Type: ERL Employee Recognition Leave
Authorized Hours: 40.00 Authorized Amount: \$0.00
YTD Hours: 40.00 YTD Amount: \$0.00
Comments: 254 characters remaining

Award Payouts 1 of 1

*Award Date: 09/20/2020 Award Hours: 40.00 Award Amount: \$0.00 + -
Last Update Date/Time: 09/07/20 3:40:19PM by PPS3_KAREN.GHOLSON

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

4. Click the **Add a Row (+)** icon in the **Reward ID Header** to add an additional Reward ID for the employee.

Note: Validate that the insert has taken place at the Reward ID level and not the Authorization/Written Notice level.

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The page refreshes and the next available **Reward ID** displays. The next Reward ID number is auto-assigned.

Rewards and Recognition

| | |
|--|--------------------------|
| Employee Name: HREE1 01HR0101 | Employee ID: 00900001600 |
| Business Unit: 70100 Dept of Corr - Central Admin | Empl Record: 0 |
| Position: DOCHR011 Security Officer III | Critical/Hard to Hire: N |

Reward 🔍 | ⏪ | ⏩ | 1 of 2 | [View All](#)

Reward ID: 2 + -

Authorization/Written Agreement 🔍 | ⏪ | ⏩ | 1 of 1 | [View All](#)

| | | |
|--|------------------------------|-------|
| *Effective Date: 08/21/2020 📅 | *Creation Date: 08/21/2020 📅 | + - |
| Expiration Date: 09/27/2020 📅 | *Written Agreement? No ▾ | |
| *Reward Type: ERL 🔍 Employee Recognition Leave | | |
| Authorized Hours: 40.00 | Authorized Amount: \$0.00 | |
| YTD Hours: 40.00 | YTD Amount: \$0.00 | |
| Comments: <input style="width: 100%;" type="text"/> <small>254 characters remaining</small> | | |

Award Payouts 🔍 | ⏪ | ⏩ | 1 of 1 | [View All](#)

| | | | |
|---------------------------|--------------------|----------------------|-------|
| *Award Date: 09/20/2020 📅 | Award Hours: 40.00 | Award Amount: \$0.00 | + - |
|---------------------------|--------------------|----------------------|-------|

Last Update Date/Time: 09/07/20 3:40:19PM by PPS3_KAREN.GHOLSON

Save
Return to Search
Previous in List
Next in List
Notify
Update/Display
Include History
Correct History

5. Click the **Effective Date Calendar** icon and select the effective date of the Reward.
6. Click the **Creation Date Calendar** icon and select the date the Reward and Recognition was created.
7. Click the **Expiration Date Calendar** icon and select the date the Reward and Recognition expires.
8. Click the **Written Agreement** dropdown button and select the applicable value (“Yes” or “No”).
9. Select the applicable reward type using the **Reward Type Look Up** icon.

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10. Complete either the **Authorized Hours** field or the **Authorized Amount** field by entering the applicable in the corresponding field.
11. Enter any applicable comments (up to 254 characters) in the **Comments** field.
12. Click the **Award Date Calendar** icon and select the effective date of the Award.
13. Enter either the **Award Hours** or the **Award Amount** in the corresponding field.

Note: If this is a “Leave” reward type, enter the hours in the **Award Hours** field. Upon saving, the value for **YTD Hours Awarded** will display the total hours for the associated reward type during the leave year ending on January 9th. If this is a “Cash” reward type, enter the amount in the **Award Amount** field. Upon saving, the value for **YTD Amount Paid** will display the actual, paid amounts for the associated reward type during the fiscal year ending on June 30th.

If the amount is going to be paid out on different dates, insert the applicable number of rows using the **Add a Row** icon and repeat Steps 12 and 13.

14. Click the **Save** button.

Note: After saving, the **Last Update Date Time** and **By** fields auto-populate.

Updating an Existing Reward and Recognition Award

1. Navigate to the **Reward and Recognition** page using the following path:

Menu > Workforce Development > Rwd and Recogn Maintenance

The **Rewards and Recognition** search page displays.

Rewards and Recognition

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼


Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History **Case Sensitive**

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

2. Click on the **Include History** checkbox option. This will allow viewing of reward history.
3. Enter the applicable employee's Employee ID in the **Empl ID** field.
4. Click the **Search** button.

HR351_Adding and Updating Rewards and Recognition

The **Rewards and Recognition** page for the applicable employee displays.

Rewards and Recognition

Employee Name: ██████████

Business Unit: 18100 Dept of Labor and Industry

Position: DLITRNSL Analyst

Employee ID: ██████████

Empl Record: 0

Critical/Hard to Hire: N

Reward 1 of 1 | View All

Reward ID: 1 + -

Authorization/Written Agreement 1 of 1 | View All

*Effective Date: 06/01/2022 📅

Expiration Date: 12/31/2021 📅

*Reward Type:

Authorized Hours:

YTD Hours Awarded: 0.00

Comments:

254 characters remaining

*Creation Date: 06/20/2022 📅

*Written Agreement? Yes ▼

Authorized Amount:

YTD Amount Paid: \$0.00

+ -

▼ Award Payouts 1 of 1

*Award Date: 09/01/2021 📅

Award Hours:

Award Amount:

+ -

Last Update Date/Time: by

Save

Return to Search

Previous in List

Next in List

Notify

Re

5. The first Reward ID displays by default. Use the arrows within the **Reward ID Header** as needed to navigate to the **Reward ID** that needs to be updated.
6. Use the arrows in the **Authorization/Written Agreement** section as needed to navigate to the Reward Type that needs to be updated.
7. Click the **Add a Row** icon within the **Authorization/Written Agreement** section to update the existing Reward Type.
8. To update the **Award Amount**, enter an amount to add to or subtract from the amount previously recorded for the award.
9. Click the **Effective Date Calendar** icon and select the effective date for the update.

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10. The remaining fields default from the previous row for the Reward Type. Update the applicable fields.
11. Once all required updates are made, click the **Save** button.

Note: After saving, the **Last Update Date Time** and **By** fields auto-populate.