

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 Administrator 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)

IMPORTANT! Entering information on the Rewards and Recognition page **does not create** any transaction for bonus payment. **HR or PY Admins** should coordinate and use the **V_HR_REWARD_RECOGN_MASS_DATA** query results to support SPOT transactions for processing bonuses or other earnings adjustments.

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**.

HR351_Adding and Updating Rewards and Recognition

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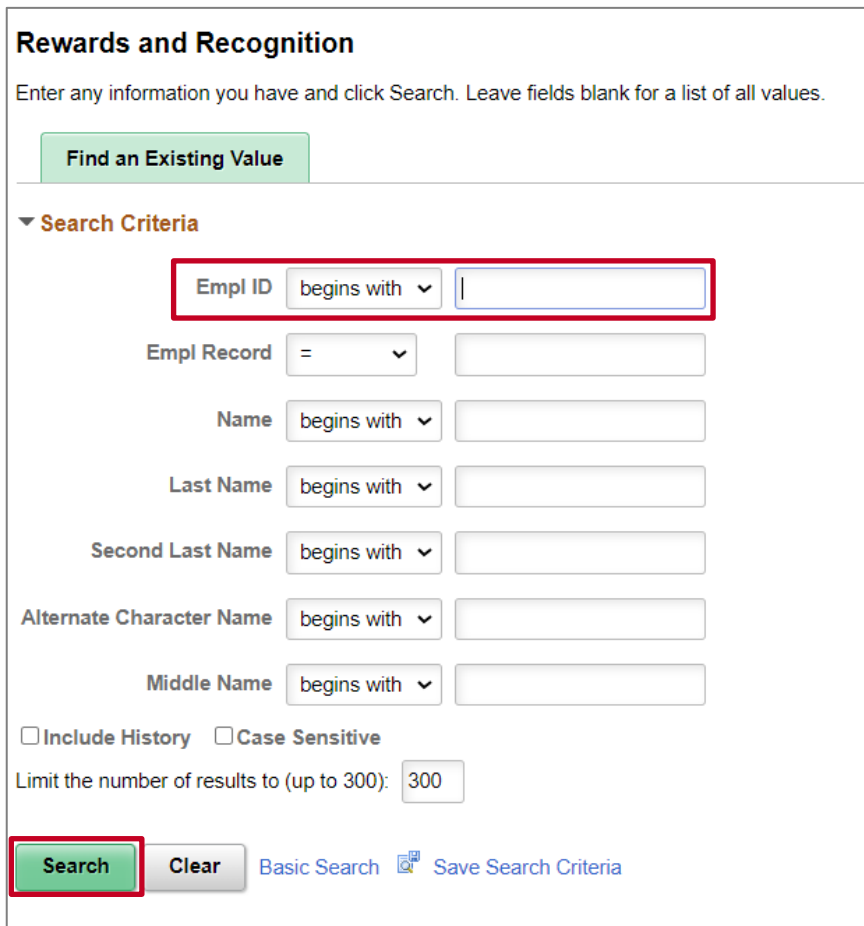
HR351_Adding and Updating Rewards and Recognition**Adding a Reward and Recognition**

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.

HR351_Adding and Updating Rewards and Recognition

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

Rewards and Recognition

Employee Name:

Business Unit:

Position:

Note: Hourly employees are eligible for bonuses only.

Employee ID:

Empl Record: 0

Critical/Hard to Hire: N

Reward
1 of 2

Reward ID: 2 + -

Authorization/Written Agreement
1 of 1

*Effective Date:

Expiration Date:

*Reward Type: Retention Bonus

Authorized Hours:

YTD Hours Awarded: 0.00

Comments:
251 characters remaining

*Creation Date: + -

*Written Agreement?

Authorized Amount:

YTD Amount Paid: \$5,000.00

Award Payouts
1 of 1

*Award Date:

Award Hours:

Last Update Date/Time:

Award Amount: + -

4. Enter the **Effective Date** of the Reward. This is the date that the award was made to the employee.
5. The **Creation Date** defaults to the current date was created.
6. Enter the **Expiration Date** the Reward and Recognition expires. Check the written agreement or Policy statement for information.
7. Click the **Written Agreement** dropdown button and select the applicable value ("Yes" or "No").

HR351_Adding and Updating Rewards and Recognition

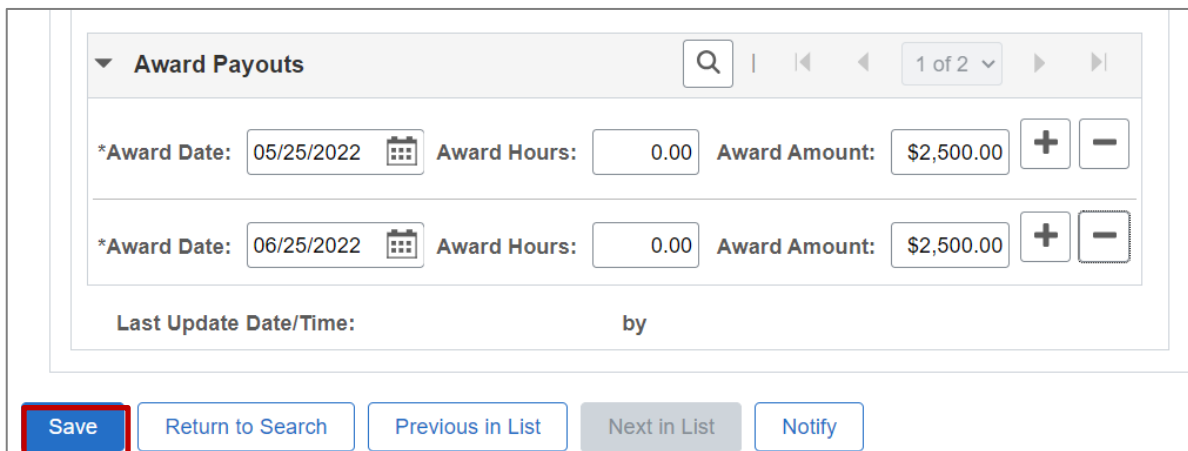
8. Select the applicable **Reward Type**.
9. Complete either the **Authorized Hours** field or the **Authorized Amount** field by entering the applicable hours or amount respectively.

Note: Depending on the type of reward (monetary or leave) the appropriate field will open for entry.

10. Enter any applicable comments (up to 254 characters) in the **Comments** field.
11. Enter the date the employee should receive the payment or hours in the **Award Date** field.
12. Enter the dollar amount or hours the employee should receive on that date.
13. 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.



The screenshot shows a web interface for 'Award Payouts'. At the top, there is a search bar and navigation controls. Below that, there are two rows of input fields. Each row has a date field labeled '*Award Date', a numeric field for 'Award Hours', and a currency field for 'Award Amount'. The first row has a date of 05/25/2022, 0.00 hours, and \$2,500.00. The second row has a date of 06/25/2022, 0.00 hours, and \$2,500.00. Below the rows, there are fields for 'Last Update Date/Time:' and 'by'. At the bottom, there are five buttons: 'Save' (highlighted with a red border), 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

14. 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](#)

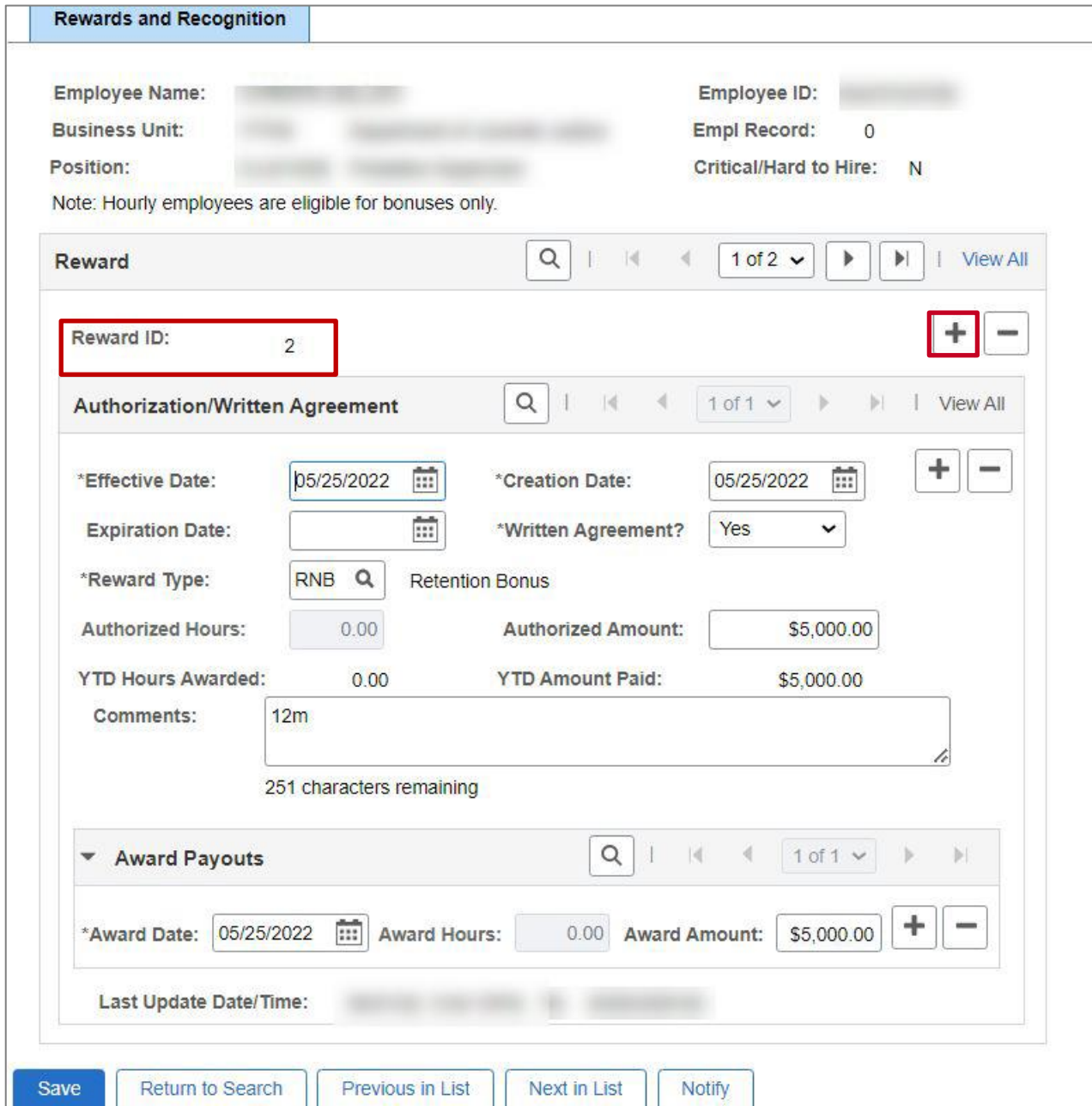
2. Enter the applicable employee's Employee ID in the **Empl ID** field.

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.

HR351_Adding and Updating Rewards and Recognition

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



The screenshot shows the 'Rewards and Recognition' page for an employee. At the top, there is a header 'Rewards and Recognition'. Below it, employee information is displayed: Employee Name, Business Unit, Position, Employee ID, Empl Record (0), and Critical/Hard to Hire (N). A note states: 'Note: Hourly employees are eligible for bonuses only.' The main section is titled 'Reward' and shows a list with one entry. The 'Reward ID' is 2, and a red box highlights the '+ -' icons next to it. Below this is the 'Authorization/Written Agreement' section, which includes fields for Effective Date (05/25/2022), Creation Date (05/25/2022), Expiration Date, Written Agreement? (Yes), Reward Type (RNB - Retention Bonus), Authorized Hours (0.00), Authorized Amount (\$5,000.00), YTD Hours Awarded (0.00), and YTD Amount Paid (\$5,000.00). A comments field contains '12m' with a character count of 251 remaining. At the bottom, there is an 'Award Payouts' section with fields for Award Date (05/25/2022), Award Hours (0.00), and Award Amount (\$5,000.00). The page ends with buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

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.

HR351_Adding and Updating Rewards and Recognition

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

Rewards and Recognition

Employee Name: [Redacted]

Business Unit: [Redacted]

Position: [Redacted]

Note: Hourly employees are eligible for bonuses only.

Employee ID: [Redacted]

Empl Record: 0

Critical/Hard to Hire: N

Reward
🔍 | ⏪ | ⏩ | 2 of 3 | View All

Reward ID: 3
⊕ ⊖

Authorization/Written Agreement
🔍 | ⏪ | ⏩ | 1 of 1 | View All

*Effective Date: 📅

Expiration Date: 📅

*Reward Type: 🔍

Authorized Hours:

YTD Hours Awarded: 0.00

Comments:

254 characters remaining

*Creation Date: 📅

*Written Agreement?: ▾

Authorized Amount:

YTD Amount Paid: \$0.00

▼ Award Payouts
🔍 | ⏪ | ⏩ | 1 of 1 | View All

*Award Date: 📅

Award Hours:

Award Amount: ⊕ ⊖

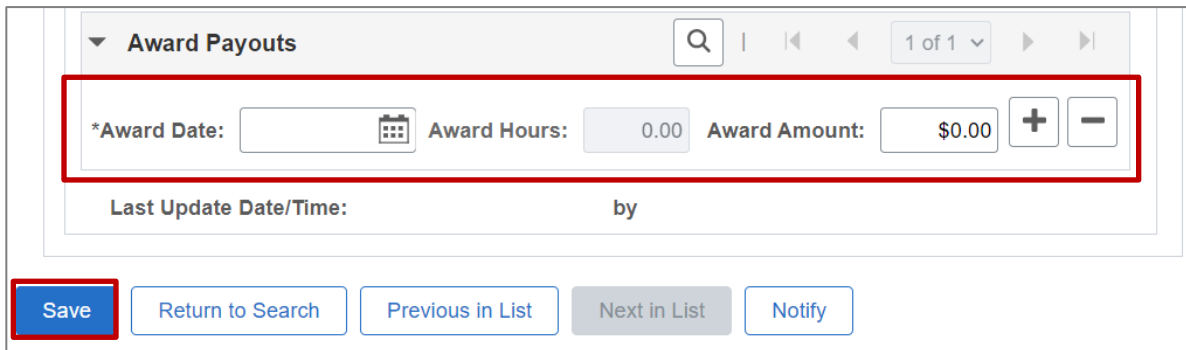
Last Update Date/Time: by

Save
Return to Search
Previous in List
Next in List
Notify

5. Enter the **Effective Date** of the Reward.
6. The **Creation Date** defaults to the date the Reward and Recognition was created.
7. Enter the **Expiration 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.

HR351_Adding and Updating Rewards and Recognition

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.



The screenshot shows a web form titled "Award Payouts". At the top, there is a search icon, a list icon, and a "1 of 1" dropdown. The main form area contains three input fields: "*Award Date:" with a calendar icon, "Award Hours:" with the value "0.00", and "Award Amount:" with the value "\$0.00" and plus/minus buttons. Below these fields are "Last Update Date/Time:" and "by" fields. At the bottom of the form are five buttons: "Save" (highlighted with a red box), "Return to Search", "Previous in List", "Next in List", and "Notify".

12. In the **Awards Payout** section, enter the **Award Date** which is the payout 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.

HR351_Adding and Updating Rewards and Recognition**Adding a New Payout to an Existing Reward**

Scenario: A project-based bonus with an authorized amount of \$5,000 has been entered. The initial payment of \$2,500 has been entered for payout on 6/30/2023. Now the end of the project has come and the additional \$2,500 needs to be added for payout.

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):

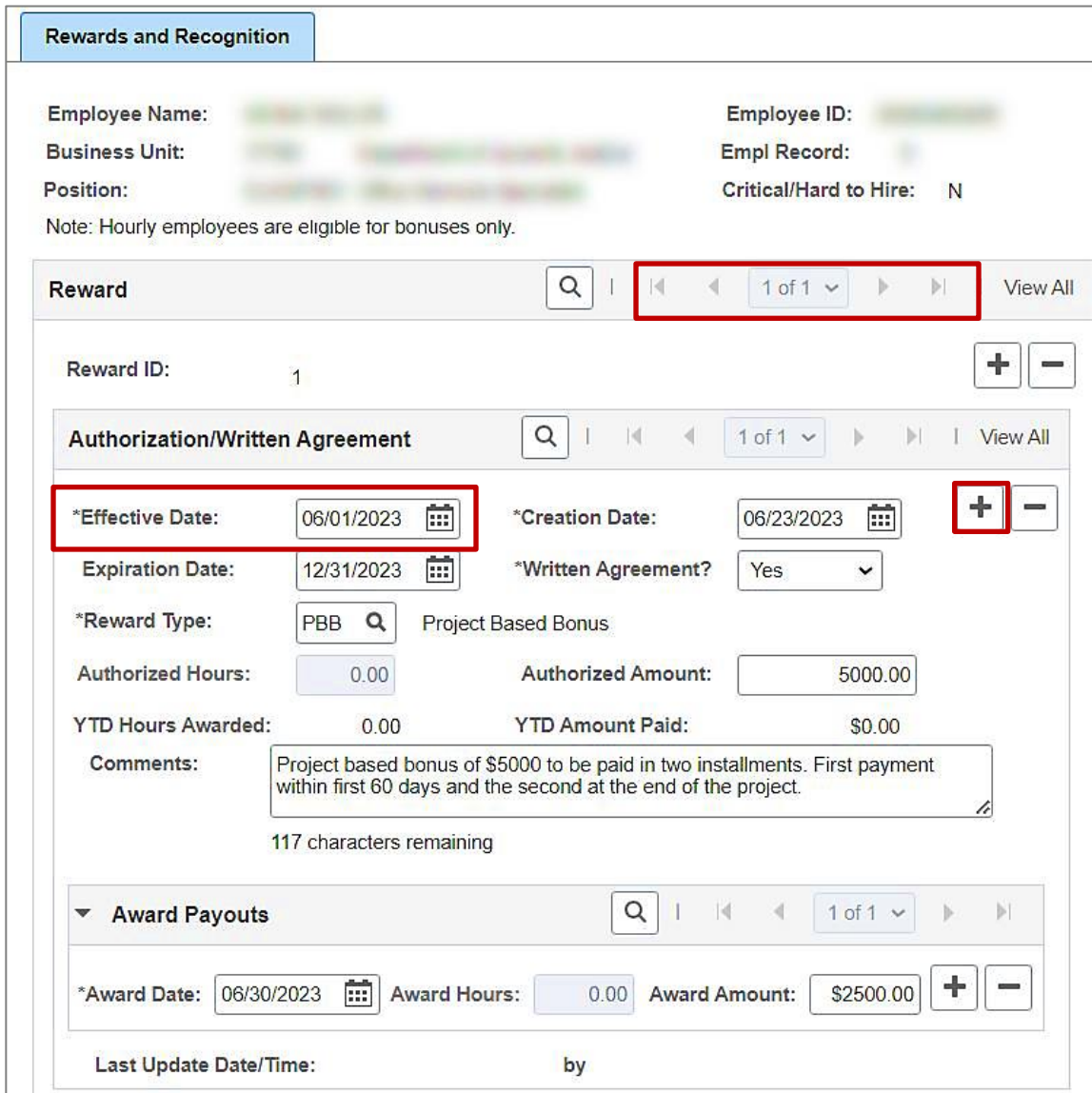
[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

2. Enter the applicable employee's Employee ID in the **Empl ID** field.
3. Click the **Include History** checkbox.
4. 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.

HR351_Adding and Updating Rewards and Recognition

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

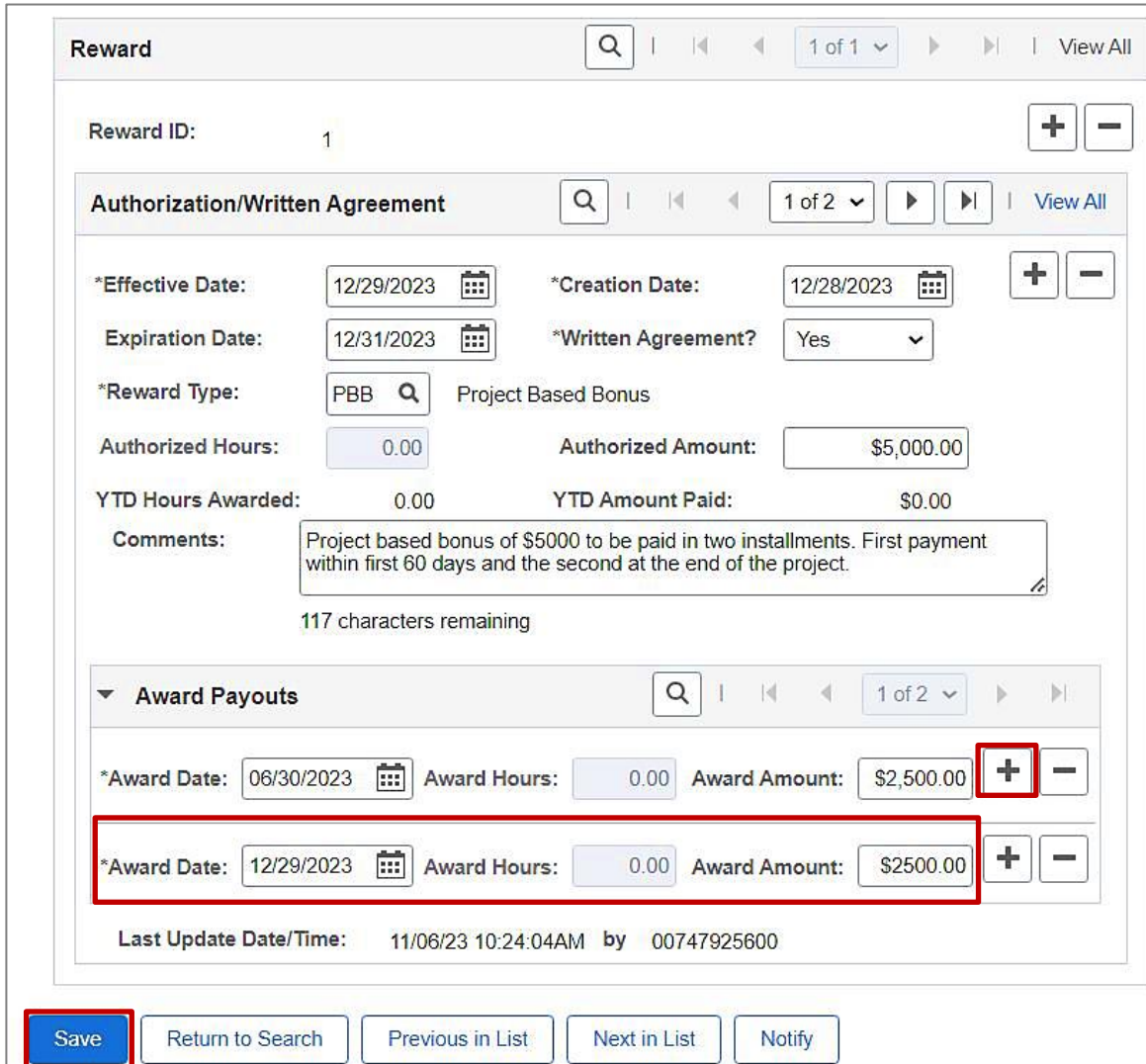


The screenshot shows the 'Rewards and Recognition' page for an employee. The 'Reward' section is active, showing Reward ID 1. The 'Authorization/Written Agreement' section is expanded, displaying fields for Effective Date (06/01/2023), Creation Date (06/23/2023), Expiration Date (12/31/2023), Written Agreement (Yes), Reward Type (PBB - Project Based Bonus), Authorized Hours (0.00), and Authorized Amount (5000.00). The 'Award Payouts' section is also visible, showing an Award Date of 06/30/2023, Award Hours of 0.00, and Award Amount of \$2500.00. Red boxes highlight the 'Effective Date' field, the 'Creation Date' field, and the '+ -' icon in the 'Authorization/Written Agreement' section.

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 requires the **Award Payout** section to be updated.
6. Click the **Add a Row** icon within the **Authorization/Written Agreement** section to update the existing Reward Type to add a new award payout.
7. Enter the **Effective Date**. This date can be the current date but cannot be same as the original effective date of the reward id.

HR351_Adding and Updating Rewards and Recognition

The **Rewards and Recognition** page with new Award Payout.



The screenshot displays the 'Reward' page for Reward ID 1. It includes sections for 'Authorization/Written Agreement' and 'Award Payouts'. The 'Award Payouts' section contains two rows of data, with the second row highlighted in red. The 'Save' button at the bottom left is also highlighted in red.

Reward			
Reward ID:	1		
Authorization/Written Agreement			
*Effective Date:	12/29/2023	*Creation Date:	12/28/2023
Expiration Date:	12/31/2023	*Written Agreement?	Yes
*Reward Type:	PBB	Project Based Bonus	
Authorized Hours:	0.00	Authorized Amount:	\$5,000.00
YTD Hours Awarded:	0.00	YTD Amount Paid:	\$0.00
Comments:	Project based bonus of \$5000 to be paid in two installments. First payment within first 60 days and the second at the end of the project.		
117 characters remaining			
Award Payouts			
*Award Date:	06/30/2023	Award Hours:	0.00
Award Amount:	\$2,500.00		
*Award Date:	12/29/2023	Award Hours:	0.00
Award Amount:	\$2500.00		
Last Update Date/Time: 11/06/23 10:24:04AM by 00747925600			

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

8. Click the **Add a Row** icon within the **Awards Payouts** section to add a new award payout.
9. Enter the **Award Date** which is the date the payment is to be made to the employee.
10. Enter the **Award Hours** or **Award Amount**.
11. Click the **Save** button.

Modifying (Correcting) 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: [Redacted] Employee ID: [Redacted]
 Business Unit: 18100 Dept of Labor and Industry Empl Record: 0
 Position: DLITRNSL Analyst Critical/Hard to Hire: N
 Note: Hourly employees are eligible for bonuses only.

Reward 1 of 1 | View All

Reward ID: 1 + -

Authorization/Written Agreement 1 of 1 | View All

*Effective Date: 06/01/2022 *Creation Date: 06/20/2022 + -
 Expiration Date: 12/31/2021 *Written Agreement? Yes
 *Reward Type: [Search] Authorized Hours: 0.00 Authorized Amount: 2000.00
 YTD Hours Awarded: 0.00 YTD Amount Paid: \$0.00
 Comments: [Text Area] 254 characters remaining

Award Payouts 1 of 1

*Award Date: 09/01/2021 Award Hours: 0.00 Award Amount: 2000.00 + -

Last Update Date/Time: by

Save
Return to Search
Previous in List
Next in List
Notify

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.

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

