Awarding employee recognition leave

1. In the “Manage My Department” workspace, click to select the employee’s name.
2. Click on the Accruals command and select Update Earned Accruals from the dropdown menu.

3. Fill out the Update Earned Accruals window as described below:
   - **Accrual Code**: click on the dropdown arrow and select Employee Recognition.
   - **Amount**: enter the number of hours to be awarded.

4. Click on the Apply command.
5. To double-check your work, open the employee’s timecard and look at the Accruals tab.
6. Select the day when the recognition leave was awarded, and the appropriate amount of leave should display there.

Once an employee has received employee recognition leave, he/she can submit a request to use it following the normal leave request process.