Awarding recognition pay

1. Open the employee’s timecard.
2. Navigate to the pay period when the recognition pay is to be awarded, if necessary, using the navigation commands on the upper-right side of the screen:

Note: recognition pay cannot be awarded retroactively; it must be done in the current pay period or the prior pay period, if that pay period has not already been signed off on.

3. Select the day on the timecard that recognition pay will be applied.
4. Click on the plus sign to the left of the date to add a new row to the timecard.
5. In the **Pay Code** column, click on the blank cell for that day and scroll down to select **Employee Recognition Pay** from the dropdown list.

6. Click or tab into the **Amount** column and enter the appropriate increment of pay.

Remember that employee recognition pay is awarded in $25 increments. If you want to award an employee $100, enter 4, not 100!
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7. In the same line where you have entered the Employee Recognition Pay information, click on the blank cell in the Transfer column and select Search from the dropdown menu.

8. In the Transfer window, click on the Labor Account tab. You will need to enter information for labor levels 1, 2, and 4 to make sure the recognition pay is charged to the correct budget code, rather than the default salary code:
   - **Labor level 1:** HR Dept Code – enter the appropriate HR Dept code here
   - **Labor level 2:** Fund-Dept-Location – insert the appropriate budget code segments for the fund, department, and location for the department that should be charged
   - **Labor level 4:** Function-Object – insert the appropriate budget code segment for the Function, and use the Object code 282040, which represents Total Rewards in your budget

   **Note:** if the employee recognition is being entered on behalf of another department, you will also need to complete the “Reports To” labor level, so that the supervisor can review the payment. Contact that department’s timekeeper to get the supervisor’s employee ID, and enter that number for labor level 3.

Additional documentation:
*Click here for an overview of labor levels*
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Click here for a guide to completing labor level transfers

9. To enter information for a labor level, click on the dropdown arrow and then click into the text box labeled “Smart search….”

10. Once you start typing in the Smart search box, the relevant data will appear on the list. You can then click on the correct list item to select it, and move to the next labor level.

11. If you select the wrong string, click on the X to the right of the labor level to clear that information and then click on the dropdown arrow to repeat the process.

12. Once you have specified all three labor levels, click on the Apply command in the lower-right corner to return to the timecard.
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13. All of necessary information is now included on the employee timecard in the Transfer, Pay Code, and Amount columns.

<table>
<thead>
<tr>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>...81020-282040///</td>
<td>Employee Recognition Pay</td>
<td>4.00</td>
</tr>
</tbody>
</table>

14. Click on the Save command in the upper right corner.

15. Click on the Refresh command.
16. To double-check your work, click on the Show/Hide More Content command to view the Totals tab. The Employee Recognition Pay is listed there.