

CH26 - Reward & recognition scheme



There are two elements to the Reward and Recognition scheme:

1. The Recognition Scheme: one-off payment of £200 gross, made at any time of the year, to recognise a one-off contribution or high performance by an individual or team;
2. Awards for Excellence: either a recurrent or non-recurrent increment, awarded from 1 April, to recognise exceptional contribution over the preceding calendar year.

What's changed?
Guidance added on ending UDFs when creating a new record.
Aug 19

Full details of the scheme are available at <http://www.admin.ox.ac.uk/personnel/reward/rewardandrecognitionsscheme/>

This guide covers the following process steps:

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A. NOTIFICATION TO PAYROLL

The Recognition Scheme

In line with other one-off payments, payments awarded under the Recognition Scheme are paid directly through the Payroll module following receipt of a notification form by the Payroll team. The form is available from the Reward Team website (see link above).

Awards for Excellence

Non-recurrent awards must be paid directly through the Payroll module following receipt of a request form by the Payroll team. The form is available from the Reward Team website (see link above).

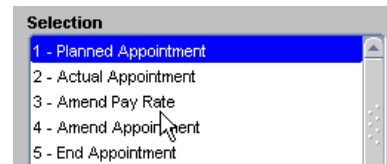
Recurrent awards are paid by directly updating the scale point on the employee's appointment following the steps below:

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Recurrent Excellence Awards – updating scale point on CoreHR

Navigate to: Personnel > Maintenance > Personal Profile


1. Search for the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted. Click the **Appointment Details** button. The *Post Appointment Maintenance* window opens.
3. Go to **Selection > Amend Pay Rate**.



The *Add Salary and Allowance* window opens:

Allowance	Allowance Type	Scale Point/ Percentage	Value	Annual Value	Start Date	End Date	Reason	View/Amend
								View/Amend
								View/Amend
								View/Amend
								View/Amend
								View/Amend

4. Update the screen as below:

 **Note:** If the change is to be back-dated it is important to check whether there are any other changes effective on or after the effective date of the award, to ensure there are no conflicts. Check these on the *View Position History* screen. If you are unsure contact the HRIS Support Centre for guidance.

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Field Name (*mandatory)	Description
Effective Date* [A]	Enter the date as 1 April of the relevant year
Point* [B]	Update the point to reflect the addition of one recurrent increment (i.e. increase point by one)
Reason* [C]	Select Excellence Scheme Award
Comments* [D]	Enter any comments that may be useful locally (max 100 characters)

5. Click . The system will ask if you are sure you want to add this salary amendment. Click .
6. The *Maintain HR Salary Amendments* window opens. If you have Salary Approval access and it is appropriate to do so you can approve the pay change straight away.
7. Exit all windows back to the Personnel main screen.

NEXT STEPS: If you were unable to approve the salary change at 5 above it will now appear in your approver's list for approval. Approvers should refer to **QRG: FD5_Approve (or Reject) Salary/ Allowances** for guidance on approving.

B. RECORDING NOMINATION DETAILS

All nomination information **must** be recorded on Core to enable comprehensive local and central reporting and analysis.

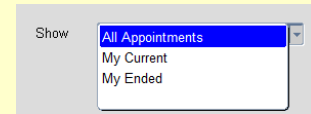
Navigate to: Personnel > Maintenance > Personal Profile

1. Search for the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. It is essential for reporting purposes that the nomination details are recorded against the correct appointment. Where multiple appointments exist ensure you click into the **Appointment ID** field to select the correct appointment (including where the relevant appointment has since ended – see note 2 below).

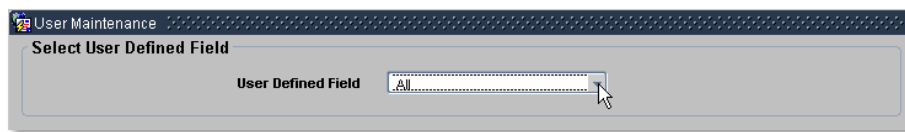
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Note: If the award relates to work undertaken by the employee whilst in an appointment that has since ended, you will need to change your view in the appointment details screen to show 'All Appointments' to select the relevant ended appointment.



3. Click the **Appointment Details** button. The *Post Appointment Maintenance* window opens.
4. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



5. Click the drop down arrow to display **User Defined Field** (UDF) List of Values.
6. Select **Appt: R&R Recognition Scheme** or **Appt: R&R Awards for Excellence** as appropriate:



Note: If an employee is awarded a Recognition payment after being nominated under the Awards for Excellence scheme, this should be recorded in the 'Appt: R&R Awards for Excellence' screen. Do not record anything in the R&R Recognition Scheme UDF.

Recognition Scheme (£200 one-off payment)

1. Select **Appt: R&R Recognition Scheme** from the list.
2. Click **New**. The User Data screen opens on the **Appt: R&R Recognition Scheme** form:

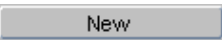
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3. Update the screen as below:

Field Name (*mandatory)	Description
Date From*	Select 1 January at the start of the calendar year in which the payment will be made
Date To	Leave blank
Date of nomination*	Select the date the nomination was made
Award made?*	Yes/No (If yes the 'Type of recognition' field must be updated)
Type of recognition	Select team or individual as appropriate (<i>note, payment is the same for both but recording the nature of the recognition is useful for central analysis</i>)
Comments	Include any comments that may be useful locally (max 100 characters)

4. Click , then  and .

Awards for Excellence

1. Select **Appt: R&R Awards for Excellence** from the list.
2. Click . The User Data screen opens on the **Appt: R&R Awards for Excellence** form:

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3. Update the screen as below:

Field Name (*mandatory)	Description
Date From*	Select 1 January at the start of the calendar year in which payment will be made
Date To	Leave blank
Date of Nomination*	Select the date the nomination was made; if this is not known, enter 1 January of the calendar year in which the payment will be made
Management or self?*	Select as appropriate
Type of nomination*	Select as appropriate
Panel outcome*	Select as appropriate, must match what is paid out
Appeal submitted?	Complete only if a formal appeal is submitted
Appeal outcome	Complete only if a formal appeal is submitted (select as appropriate)

4. Click , then  and .

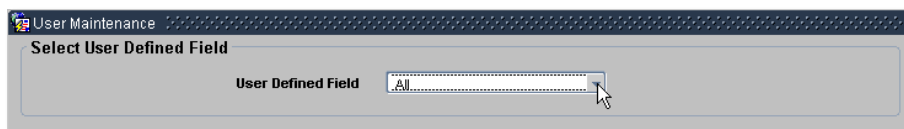


Note: A new record should be created each time the employee receives or makes a nomination under the Reward and Recognition scheme. If you are creating a new record you **MUST** add an end date to the existing/previous record following the guidance below.

Ending the previous/current record when adding a new UDF

Navigate to: Personnel > Maintenance > Personal Profile

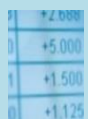
1. Search for the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. Where multiple appointments exist ensure you click into the **Appointment ID** field to select the correct appointment.
3. Click the **Appointment Details** button. The *Post Appointment Maintenance* window opens.
4. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



5. Click the drop down arrow to display **User Defined Field** (UDF) List of Values.
6. Select the value for the UDF you need to end - **Appt: R&R Recognition Scheme** or **Appt: R&R Awards for Excellence**.
7. Click on **view/edit**.
8. In the **Date To** field, enter the date immediately prior to the date on which the new one starts.
9. Follow steps in [Section B](#) above for guidance on adding a new UDF.

NEXT STEPS: Once all nominations and outcomes have been saved in the relevant UDFs, please send an email to hr.reporting@admin.ox.ac.uk confirming the data has been completed for your department/s.

Useful Reports:



PERDEP11 R&R Scheme Eligibility

To assist in identifying those staff who are eligible for consideration under the scheme.

PERDEP47 R&R Scheme Monitoring

To check data has been entered as expected.