






## Individual Cash Reward

1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Administer Workforce (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>HR Processing</b> link. 
5.	Enter the appropriate variable in the field. (for example, <b>Last Name</b> ) Click in the <b>Last Name</b> field. 
6.	Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. " <b>KINGSLEY</b> ".
7.	Click the <b>Search</b> button. 
8.	Select the applicable employee. 
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the <b>Add a new row at row 1</b> button. 
10.	Triple-click the <b>Actual Effective Date</b> object.
11.	In the <b>Actual Effective Date</b> field, enter the effective date of the award. Enter the desired information into the <b>Actual Effective Date</b> field. Enter a valid value, e.g. " <b>12/19/2003</b> ".
12.	Click in the <b>*Action</b> field. 
13.	In the <b>Action Code</b> field, enter "AWD" (Award). Enter the desired information into the <b>*Action</b> field. Enter a valid value, e.g. " <b>AWD</b> ".
14.	Click in the <b>*Reason Code</b> field. 
15.	Enter the desired information into the <b>*Reason Code</b> field. Enter a valid value, e.g. " <b>IND</b> ".
16.	Enter the appropriate <b>NOA Ext</b> . NOTE: When you click in the <b>NOA Ext</b> field, the <b>NOA Code</b> field will populate automatically with "840" (Individual Cash Award). Click in the <b>NOA Ext</b> field. 
17.	Enter the desired information into the <b>NOA Ext</b> field. Enter a valid value, e.g. " <b>0</b> ".

18.	Click the <b>PAR Remarks</b> link. <a href="#">PAR Remarks</a>
19.	Enter the applicable <b>Remark CD</b> (Code) and tab out of the field to see the text of the remark. Enter the desired information into the <b>Remark CD</b> field. Enter a valid value, e.g. " <b>K26</b> ".
20.	Press <b>[Tab]</b> .
21.	Click the <b>Ok</b> button. 
22.	Click the <b>Award Data</b> link. <a href="#">Award Data</a>
23.	Enter the desired information into the <b>Amount</b> field. Enter a valid value, e.g. " <b>350.00</b> ".
24.	Click in the <b>Pay Period Amount</b> field. 
25.	Confirm the default value or update the <b>Pay Period Amount</b> . NOTE: The Default value is "100% of the award amount." If the amount you wish to specify is less than 100%, you must specify a Process Until date.
26.	Confirm or update the status of the <b>Pay in Separate Paycheck?</b> checkbox.
27.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 
28.	Click the <b>Ok</b> button. 
29.	Change the <b>PAR Status</b> according to your role. Click the <b>Save</b> button. 
30.	The information is saved. <b>End of Procedure.</b>