

Awards (APRS)

Associate Performance Recognition System

Introduction

The Awards (APRS) module has been developed around GSA's Associate Performance Recognition System. Users can search for existing awards, review individual award history and generate new awards all from their desk tops.

After logging into CHRIS (click on the New User Registration link available on the CHRIS homepage to create a new account), the user can begin the process of searching, updating and creating awards.

Guide Contents

Information in this guide describes how users can create, view, update and delete awards.

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CREATING AWARDS

After logging into CHRIS, the user will select “GSA Manager Self Service” responsibility from the Navigator menu and “Awards” from the GSA Manager Self-Service menu.


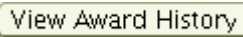
STEP 1 Navigator Screen

Navigator

<ul style="list-style-type: none"> ALD CPDF Personnelist ALD Federal HR Manager (Query) ALD HR Professional Self-Service Ex-Im CPDF Personnelist Ex-Im Federal HR Manager (Query) Ex-Im Federal Personnelist Ex-Im HR Professional Self-Service GSA APPAS Administrator GSA CPC (Job) Federal Personnelist GSA CPC Federal Personnelist GS01AXDEX000001 GSA CPC HR Professional Self-Service GSA CPDF Personnelist GSA Federal HR Manager (Query) GSA HR Professional Self-Service GSA Manager Self-Service 	<h4>GSA Manager Self-Service</h4> <ul style="list-style-type: none"> Build Performance Plan (APPAS) Appraisals (APPAS) Awards Change Password and Accessibility Inbox
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Caution: The Internet Explorer or Netscape Back  button **SHOULD NOT** be used in this system to navigate between pages. Using this button will cause the system to function improperly.

STEP 2 CHRIS Awards Screen

The CHRIS Awards Screen contains two navigator buttons, Create New Awards  and View Award History . The Create New Awards button takes the user to the Create New Awards screen and the View Award History button allows the user to view individual employee’s award history.

CHRIS Awards

To begin processing a new award click on Create New Awards. If you are a Manager, you may search for approved awards by clicking on the View Award History button, as well as Update awards in an Initiated, Routed or Pending Approval status.

Initiator	Approver	Employee	Award Type	Effective Date	Award Hours	Award Amount (Gross)	Award Status	View Details	Update	Delete
No results found.										
Total						0				

This screen also details any pending awards which include the Initiator, Approver, Employee Name, Award Type, Effective Date, Award Hours, Award Amount and Award Status. The user has three action buttons at the end of each award detail line:



The View Details button allows the user to go to the Awards Review screen where all the details of a specific award may be viewed.



The Update button allows the user to go to the Awards Update screen where the award may be processed, cancelled or saved.

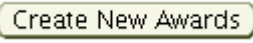


The Delete button allows the user to delete the pending award.






Please note: If the Update or Delete buttons are white the user will not be allowed to update or delete.

STEP 3 Create New Award Screen

Selecting the Create New Award Button  from the CHRIS Award screen will take the user directly to the Create New Award screen.

Create New Award

To process an award for an associate, all of the information in the indicated fields must be provided. All awards are subject to review.

* Indicates required field

Employee Information

Select an employee by typing their name in the Employee field (i.e., Last, First) and pressing the TAB key, or by using the flashlight to search for the full name. Once selected, all the fields in the Employee Information section will auto-populate. Review the Manager, Approver and Appropriation Code fields for accuracy, and make changes as necessary.

* Employee	<input type="text"/>	Organization	<input type="text"/>
* Approver	<input type="text"/>	* Manager	<input type="text"/>
* Initiator	<input type="text"/>	* Appropriation Code	<input type="text"/>
Naw		Step or Rate	<input type="text"/>
Pay Plan and Grade		Part Time Hours	<input type="text"/>
Work Schedule		MAX Alloted Amount (Gross)	<input type="text"/>
Adjusted Basic Pay (Gross)		YTD Pending Amount (Gross)	<input type="text"/>
YTD Award Amount (Gross)			
YTD Available Amount (Gross)			

Award Information

Effective Date may be the beginning date of the current pay period or the beginning date of the next pay period. Select the appropriate date from the List of Values (LOV). Select the award type from the drop-down menu. Enter the amount of time off or cash to be granted to the associate. If the final approver is not correct, please select the appropriate approving official using the flashlight. If this is a Peer Award, please enter the employee who is granting the award in the Peer Award Nominator field.

* Effective Date	<input type="text"/>	* Award Type	<input type="text"/>
Award Hours	<input type="text"/>	* Award Amount (Gross)	<input type="text"/>
Nominator	<input type="text"/>	Final Approver	<input type="text"/>

Award Calculator

This is an online tool which will calculate the dollar amount of the award based on the percentage input. To use the calculator, input a whole number (e.g. 1, 2,6), press the TAB key, and the dollar amount will display in the Award Amount (Gross) field.

Award Percentage




Justification

You may enter the award justification by typing directly in the box below, or by cutting and pasting from a word processing program. Justifications for peer awards must be at least 150 characters. Justifications for all other awards must be at least 250 characters.

* Award Justification

Pending Awards

Award Type	Effective Date	Award Hours	Award Amount (Gross)
No search conducted.			

The “Create New Award” screen is divided into four (4) sections:

Employee Section – Identifies the employee being awarded, employee’s organization, the approver, the manager of record, the initiator, the appropriation code being used, employee’s pay plan, grade, step or rate, work schedule, part time hours, adjusted basic pay, MAX allotted amount, YTD award amount, YTD pending amount, and YTD available amount.


Award Information – Identifies the award type, the amount in dollars or hours and the effective date of the award.

Justification – Free form text field for justification or reason for the award.

Pending Awards – Displays any awards currently pending for the selected employee.

STEP 4 Creating a New Award- Employee Information Section

To create a New Award, the user will start in the Employee Information Section of the screen.

Begin by clicking on the  Search and Select button – this will bring up the Search and Select: Employee Screen

Search and Select: Employee

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Full Name	Organization	Job	Position	Grade
		No search conducted.				

In the Search by Full Name field, enter the employee's last name and click on the

Go button. The results section will now populate with all employees with that last name.



Search and Select: Employee

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

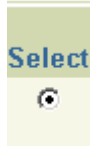
Search By

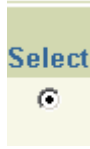

Results

Select	Quick Select	Full Name	Organization	Job	Position	Grade
<input type="radio"/>		Jones	6BFBW	2150.Transportation Operations	Transportation Opns Spec (Motor)	GS-12
<input type="radio"/>		Jones	5PGD	0343.Management And Program Analysis	Program Analyst	GS-13

Click on the  "Quick Select" button for the correct employee




Or



Click the Select Radio  button next to the employee name and click on the Select  button located at the bottom right side of the screen.

Either option will return the user to the Create New Award screen and automatically populate the employee's information.

Create New Award


To process an award for an associate, all of the information in the indicated fields must be provided. All awards are subject to review.


* Indicates required field

Employee Information

Select an employee by typing their name in the Employee field (i.e., Last, First) and pressing the TAB key, or by using the flashlight to search for the full name. Once selected, all the fields in the Employee Information section will auto-populate. Review the Manager, Approver and Appropriation Code fields for accuracy, and make changes as necessary.

* Employee	<input type="text" value="Jones"/>		Organization	<input type="text" value="6FBFW"/>	
* Approver	<input type="text" value="Allen"/>		* Manager	<input type="text" value="Allen"/>	
* Initiator	<input type="text" value="Naw"/>		* Appropriation Code	<input type="text" value="455.F0632101.32.11.315.001.A01"/>	
Pay Plan and Grade	<input type="text" value="GS-12"/>		Step or Rate	<input type="text" value="06"/>	
Work Schedule	<input type="text" value="Full-Time"/>		Part Time Hours	<input type="text" value=""/>	
Adjusted Basic Pay (Gross)	<input type="text" value="72671"/>		MAX Alloted Amount (Gross)	<input type="text" value="7267"/>	
YTD Award Amount (Gross)	<input type="text" value="3255"/>		YTD Pending Amount (Gross)	<input type="text" value="0"/>	
YTD Available Amount (Gross)	<input type="text" value="4012"/>				

Click on the Search and Select  button if the Manager or Approver name is incorrect. Use the same instructions for selecting the employee name.



If the appropriation code is incorrect, enter the correct value. Clicking on the Tip  button will provide assistance in entering the format for this code.

STEP 5 Creating a New Award – Award Information Section


In the Award Information Section there are fields for Effective Date, Award Type, Award Hours or Award Amount, Peer Award Nominator and Final Approver.

Award Information

Effective Date may be the beginning date of the current pay period or the beginning date of the next pay period. Select the appropriate date from the List of Values (LOV). Select the award type from the drop-down menu. Enter the amount of time off or cash to be granted to the associate. If the final approver is not correct, please select the appropriate approving official using the flashlight. If this is a Peer Award, please enter the employee who is granting the award in the Peer Award Nominator field.

* Effective Date	<input type="text" value=""/>		* Award Type	<input type="text" value=""/>	
Award Hours	<input type="text" value=""/>		* Award Amount (Gross)	<input type="text" value=""/>	
Nominator	<input type="text" value=""/>		Final Approver	<input type="text" value=""/>	

In the Effective Date field click on the grey down arrow  button to choose from the available effective dates.

In the Award Type field click on the grey down arrow  button to select from the available award types.

Depending on the type of award selected, enter either a whole number in the Award Hours field for Time Off Awards or a whole dollar amount in the Award Amount field for cash awards.


If this is a Peer Award, the Peer Award Nominator field will be active and the



Search and Select button will appear. Peer Awards require an employee's name in the Peer Award Nominator field.

Click on the Search and Select  button to select the nominator. Use the same instructions for selecting the employee name.

If required, the Final Approver field will auto-populate. To change the Final

Approver, click on the Search and Select  button. Use the same instructions for selecting the employee name.

This section also contains an Awards Calculator. Enter a percentage in the Award Percentage field and strike the tab key. The system will calculate the award amount and auto populate the Award Amount field.

Award Calculator

This is an online tool which will calculate the dollar amount of the award based on the percentage input. To use the calculator, input a whole number (e.g. 1, 2+6), press the TAB key, and the dollar amount will display in the Award Amount (Gross) field.

Award Percentage

STEP 6 Creating a New Award – Justification Section

Justification

You may enter the award justification by typing directly in the box below, or by cutting and pasting from a word processing program. Justifications for peer awards must be at least 150 characters. Justifications for all other awards must be at least 250 characters.

* Award Justification

The user may type directly in the Award Justification box, or cut and paste from any word processing document. With one exception a minimum of 250 characters must be entered for justification. Justification for Peer Awards requires a minimum of 100 characters.

STEP 7 Creating a New Award – Pending Awards Section

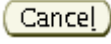
Pending Awards


Award Type	Effective Date	Award Hours	Award Amount (Gross)
No search conducted.			

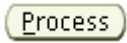
The Pending Awards section will display any awards pending approval for the selected employee.

STEP 8 Creating a New Award – Navigation Buttons

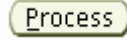
There are three navigation buttons on the right hand side of this screen at the top and bottom.

The Cancel  button will cancel any changes that have been made before the Save button has been used.

The Save  button will save data entered as an initiated action, which can then be accessed from the CHRIS Awards screen.

The Process  button will take the user to the “Review” screen where the award can be submitted for processing.

STEP 9 Review Screen

After clicking on the Process  button, the system will display a Review screen, where all the data entered will be displayed, including Employee Information, Award Information and Justification.

STEP 10 Review Screen – No Second Level Approval

If the award does **not** require another level of approval the Review screen will display as seen here.

Review

Please review the following information for accuracy. If correct, click on the Route button to send the award to the next approving official, or the Submit button for final processing, depending on which button appears on the screen.

Employee Information

Employee	Organization	10PCS
Approver	Manager	
Initiator	Appropriation Code	192.P1010001.61.11.000.001

Award Information

Effective Date	07-Jan-2007	Award Type	Organizational Performance Award - Cash
Award Hours		Nominator	
Award Amount (Gross)	200	Final Approver	

Justification

Approvers

Line No	Approver	Category	Delete
No Approvers			

[▶ Add Adhoc Approver](#)

If any information is incorrect, click on the Back button to return to the Create New Award screen.

The Cancel button will terminate the transaction and save the data entered as an initiated action that will be displayed and can be accessed from the CHRIS Awards screen.

The Submit button will complete the process for payment of the award.

If the button is used the system will display a “Warning Screen” asking the user to confirm processing of the award.

Warning

Do you want to process this award for

Clicking on the Yes **Yes** button will return the user to the CHRIS Awards screen with a confirmation at the top of the screen.

Confirmation

The award for _____ has been submitted for processing.

CHRIS Awards **Create New Awards** **View Award History**

To begin processing a new award click on Create New Awards. If you are a Manager, you may search for approved awards by clicking on the View Award History button, as well as Update awards in an Initiated, Routed or Pending Approval status.

Initiator	Approver	Employee	Award Type	Effective Date	Award Hours	Award Amount (Gross)	Award Status	View Details	Update Delete
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Clicking on the No **No** button will return the user to the Review Screen.

STEP 11 Review Screen – Additional Approval Required

If another level of approval **is required**, the Review Screen will display as seen here.

Review **Back** **Cancel** **Route to Approver**

Please review the following information for accuracy. If correct, click on the Route button to send the award to the next approving official, or the Submit button for final processing, depending on which button appears on the screen.

Employee Information

Employee	Jones	Organization	6FBFW
Approver	Allen	Manager	Allen
Initiator	Naw	Appropriation Code	455.F0632101.32.11.315.001.A01

Award Information

Effective Date	24-Dec-2006	Award Type	Special Act Award - Cash
Award Hours		Nominator	
Award Amount (Gross)	500	Final Approver	

Justification

Approvers and Recipients

Approvers

Order of Approval	Approver
1	Smith

Back **Cancel** **Route to Approver**

If any information is incorrect, click on the Back **Back** button to return to the Create New Award screen.

The Cancel **Cancel** button will terminate the transaction and save the data entered as an initiated action that will be displayed and can be accessed from the CHRIS Awards screen.

When all data has been reviewed and no corrections are required, click on the Route to Approver **Route to Approver** button and the award will be routed for approval through the workflow.

If the user clicks on the Route to Approver **Route to Approver** button a warning screen will appear to confirm the user wants the award routed.

Warning

Do you want to process this award for

No **Yes**

Clicking on the Yes **Yes** button, will display the CHRIS Award screen and a confirmation at the top of the screen notifying the user the award has been routed.

Confirmation
The award for _____ has been routed to _____.

CHRIS Awards [Create New Awards](#) [View Award History](#)

To begin processing a new award click on Create New Awards. If you are a Manager, you may search for approved awards by clicking on the View Award History button, as well as Update awards in an Initiated, Routed or Pending Approval status.

Initiator	Approver	Employee	Award Type	Effective Date	Award Hours	Award Amount (Gross)	Award Status	View Details	Update	Delete
			Peer Award	24-Dec-2006		75	Routed			
			Special Act Award - Cash	07-Jan-2007		500	Routed			
Total						575				

[Create New Awards](#) [View Award History](#)

Clicking on the No **No** button will return the user to the Review Screen.

STEP 12 Workflow and Approvals – First Level Approver

If the award was initiated by someone other than the first level approver, an email notification will be sent to the first level approver. The subject line for the email notification will read “Please go to CHRIS Awards to update the award for (Employee Name)”. At the bottom of this email notification there will be a link that says “Please click [here](#) to view details”.

	CHRIS Workflow Mailer <gsa.chris@gsa.gov>	To	Tom Jones <tom.jones@gsa.gov>
	01/08/2007 02:48 PM	cc	
	Please respond to gsa.chris@gsa.gov	bcc	
		Subject	FYI: Please go to CHRIS Awards to update the award for Allen, Apple.

From: Carol Smith
To: Tom Jones
Sent: 08-JAN-07 15:46:30
ID: 684034

The award of Allen,Apple requires your attention as the main award approver.
Comments :

Please click [here](#) to view the details.

This link “[Please click here to view the details](#)” will take the user to the CHRIS log in page. Once the user has logged into CHRIS, the following Review Screen will display.

GSA U.S. General Services Administration
Human Resources
[Home](#) [Logout](#) [Preferences](#)

Information
 The current responsibility context has been switched to: GSA Manager Self-Service

Review [Back](#)

Depending on which button appears on the screen, to return to the Main Awards Screen, click on the Back button, to return to the Awards History click on the OK button, and to approve or update the award click on the Update button.

Employee Information

Employee	Allen	Organization	5PFB
Approver		Manager	
Initiator		Appropriation Code	192.P05Q0001.61.11.000.001

Award Information

Effective Date	07-Jan-2007	Award Type	Special Act Award - Cash
Award Hours		Nominator	
Award Amount (Gross)	100	Final Approver	

Justification

[Back](#)

Clicking on the [Back](#) button will close the notification and display the following screen.

GSA U.S. General Services Administration
Workflow
[Home](#) [Logout](#) [Preferences](#) [Help](#)

Information
 This notification has been closed and did not require a response.

Please go to CHRIS Awards to update the award for Allen

From
 To
 Sent **08-Jan-2007 17:05:22**
 Closed **09-Jan-2007 14:30:09**
 ID **684036**
 Responder

The award of Allen, requires your attention as the main award approver.
 Comments :

Please click [here](#) to view the details.







[Return to Worklist](#)

Clicking on [Home](#) will take the user to the Navigator menu. The user should select GSA Manager Self Service and Awards from the Navigator menu. The CHRIS Awards Screen will display with the option to View Details, and Update or Delete the award.

CHRIS Awards

[Create New Awards](#) [View Award History](#)


To begin processing a new award click on Create New Awards. If you are a Manager, you may search for approved awards by clicking on the View Award History button, as well as Update awards in an Initiated, Routed or Pending Approval status.

Initiator	Approver	Employee	Award Type	Effective Date	Award Hours	Award Amount (Gross)	Award Status	View Details	Update	Delete
		Cleary	Special Act Award - Cash	24-Dec-2006		500	Routed			
		Allen	Special Act Award - Cash	07-Jan-2007		100	Initiated			
Total						600				


[Create New Awards](#) [View Award History](#)

There are three function buttons at the end of each award detail line.




Click on the View Details button  to go to the Awards Review screen where all the details for this specific award will be displayed.






Click on the Update button  to go to the Update Awards screen and make any necessary changes to the award and/or approve or route for final approval.




Click on the Delete button  to completely remove the unapproved award. This will remove all the data that was entered for this employee.



Please note: If the Update  or Delete  buttons are white  the user will not be able to update or delete.

STEP 13 Workflow and Approvals – Second Level Approver

A second level approver will receive an email notification and the subject line will read “Action Required: CHRIS Award Process for (Employee Name) (proposed by first level approver)”.

 CHRIS Workflow Mailer <gsa.chris@gsa.gov> 01/08/2007 02:32 PM Please respond to gsa.chris@gsa.gov	To	George Smith <george.smith@gsa.gov>
	cc	
	bcc	
	Subject	Action Required: CHRIS Award Process for (proposed by)

From: Tom Jones
 To: George Smith
 Sent: 08-Jan-2007 15:30:43
 ID: 684033

Employee Information

Employee	Allen, Apple	Organization	10A
Approver	Tom Jones	Manager	Tom Jones
Initiator	Carol Smith	Appropriation Code	192.P1010001.61.11.000.001

Award Information

Effective Date	07-Jan-2007	Award Type	Special Act Award - Time Off
Award Hours	24	Nominator	
Award Amount (Gross)	1065	Final Approver	George Smith

Justification

Action History

Num	Action Date	Action	From	To	Details
1	08-Jan-2007 15:30:43	Submit			

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[Please click here to Respond](#)

At the bottom of this email will be a link “Please click here to respond”. Clicking on this link [Please click here to Respond](#) will display the CHRIS log in page. After logging into CHRIS, the system will take the user directly to a Workflow Inbox and the following screen will display.

CHRIS Award Process for (proposed by)

[Approve](#) [Reject](#) [Reassign](#) [Request Information](#)

From
To
Sent **08-Jan-2007 15:30:43**
ID **684033**

Employee Information

Employee Organization **10A**
Approver Manager
Initiator Appropriation Code **192.P1010001.61.11.000.001**

Award Information

Effective Date **07-Jan-2007** Award Type **Special Act Award - Time Off**
Award Hours **24** Nominator
Award Amount (Gross) **1065** Final Approver

Justification

Action History

Num	Action Date	Action	From	To	Details
1	08-Jan-2007 15:30:43	Submit			

Related Applications

[Return For Correction](#)

Response

Note

[Approve](#) [Reject](#) [Reassign](#) [Request Information](#)

[Return to Worklist](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

The user now has the option to Approve, Reject, Reassign, Request Information or Return for Correction.

Clicking on the Reassign [Reassign](#) button will display the following screen and allow the user to re-route the award, with comments, to another approving official.

[Notification Details](#) >

Reassign Notification: CHRIS Award Process for (proposed by)

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. [Cancel](#) [Submit](#)

* Indicates required field

* Assignee

Delegate your response
 Transfer notification ownership


Comments

[Cancel](#) [Submit](#)

[Return to Worklist](#)

Clicking on the Request for Information **Request Information** button will display the following screen and send it back to the initiator/approver for more information. The user may enter comments in the Response section.

[Notification Details >](#)
Request Information: CHRIS Award Process for (proposed by)
* Indicates required field **Cancel** **Submit**

* Request More Information From Workflow Participant
 Any User 

* Information Requested

[Return to Worklist](#) **Cancel** **Submit**

Clicking on the Reject **Reject** button will reject the award and remove it from the system.

Clicking on the Return for Correction  **Return For Correction** button will display the Return for Correction screen.

Cancel **Submit**

Return For Correction

Select A Person


Select Person Name	Action
<input type="radio"/> Jones, Thomas	Submit

Response

Note

Cancel **Submit**

To select the person who sent the award to the Second Level Approver, the user

must click on the Radio Select **Select**  button next to the name of the person they are selecting for return. To send the award click on the Submit **Submit** button. To cancel the return action click on the Cancel **Cancel** button.

Clicking on the Approval **Approve** button will approve the award for payment and return the user to the workflow notification list.

From the Workflow Screen, the user has the option to click on “Home” **Home** or “Logout” **Logout** at the bottom or top right hand side of the screen. Clicking on Home **Home** will take the user back to the navigation screen and clicking on Logout **Logout** will log the user out of CHRIS.

STEP 14 View Award History

From the CHRIS Awards screen, managers and supervisors can “View Award History”


Click on the “View Award History” **View Award History** button on the right hand side of the screen to go to the Award History screen.

View Award History

The awards listed below are all of the awards for which you were the Manager, Approver, and/or Final Approver for the last two fiscal years. To search for other awards please follow the search instructions below.

Search for Approved Awards

To search for a specific award, enter the employee's name, enter an effective date range, and click Go. To search for all awards for a specific employee, enter just the employee's name and click Go. To view all awards for which you were the Manager, Approver, and/or Final Approver, leave all fields blank, check the View Awards Approved by User box and click Go. NOTE: The flashlight to the right of the Employee field can be used to look up an employee's name.

Employee 

Beginning Date 
(example: 20-Dec-2006)


Ending Date 
(example: 20-Dec-2006)

View Awards Approved by User

Approver	Final Approver	Employee	Manager	Award Type	Effective Date	Award Hours	Award Amount (Gross)	View Details
No results found.								
Total							0	

[Return to Main Awards](#)

Users can search for awards by a specific employee:

Begin by clicking on the Search and Select  button, which brings up the Search and Select: Employee Name screen. Type in the last name of the

employee and click on the button and a list of all employees with that last name will appear.

Search and Select: Employee

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

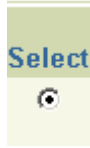
Results

Select	Quick Select	Full Name	Organization	Job	Position	Grade
<input type="radio"/>		Jones	6BFBW	2150.Transportation Operations	Transportation Opns Spec (Motor)	GS-12
<input type="radio"/>		Jones	5PGD	0343.Management And Program Analysis	Program Analyst	GS-13

Select the appropriate employee by using:

The Quick Select  button next to the correct employee

OR



The Radio Select button next to the employee name and click on the Select button located at the bottom right side of the screen.

Once the employee has been selected the search may be limited to a specific date.

In the “Beginning Date” field, enter the appropriate date or click on the

Calendar button to scroll through and select a beginning date. The default will be two years prior to the current date.

In the “Ending Date” field, enter the appropriate date or click on the

Calendar button to scroll through and select an end date. The default will be the current date plus two weeks.

Once the search criteria have been entered, click on the Go button located at the bottom of the search fields. This will bring up a list of all awards processed for the selected employee. Each award listed will provide the approver, final approver, employee, manager, award type, effective date, award hours, award amount and a view details button.

View Award History

The awards listed below are all of the awards for which you were the Manager, Approver, and/or Final Approver for the last two fiscal years. To search for other awards please follow the search instructions below.

Search for Approved Awards

To search for a specific award, enter the employee's name, enter an effective date range, and click Go. To search for all awards for a specific employee, enter just the employee's name and click Go. To view all awards for which you were the Manager, Approver, and/or Final Approver, leave all fields blank, check the View Awards Approved by User box and click Go. NOTE: The flashlight to the right of the Employee field can be used to look up an employee's name.

Employee

Beginning Date
(example: 25-Dec-2006)

Ending Date
(example: 25-Dec-2006)

View Awards Approved by User

Approver	Final Approver	Employee	Manager	Award Type	Effective Date	Award Hours	Award Amount (Gross)	View Details
Smith	Jones	Allen	Smith	Individual Cash	24-Dec-2006		3078	
Smith	Jones	Allen	Smith	Group Cash	06-Feb-2006		219	
Total							3297	

[Return to Main Awards](#)

Note: There is a “View Awards Approved by User” box. If this box is checked only awards approved by the user will display. Uncheck this box to search for all awards.

