

OFFICE OF HUMAN RESOURCES MANAGEMENT

PEOPLE OPERATIONS, CORE HR DIVISION



QUICK REFERENCE GUIDE: Processing the Employee Incentive Awards – Annual Leave and Monetary Awards

Purpose

This guide provides methods for processing Employee Incentive Awards for the issuance of leave awards as outlined in [Administrative Procedure 216](#).

Additional Information

Agency Human Resources Liaisons (HRLs) are required to enter the employee incentive award upon approval of the Agency Appointing Authority. Per [Administrative Procedure 216](#), the following Employee Incentive Awards for **leave and monetary awards** can be submitted using the guidance outlined below:

1. **Exemplary Performance Awards** (AP 216, section 2.b.1.c) can be issued to an employee based on their Past Performance Appraisal (PPA) results for a leave award as outlined in AP 216. ***Please note that a copy of the complete PPA must be submitted for validation.***
2. **Special Achievement Awards** (AP 216, section 2.b.1.d) can be issued to employees for a leave award as outlined in AP 216.
3. **One-Time Monetary Bonus** can also be given to an employee in lieu of an Exemplary Performance or Special Achievement Awards if you wish to recognize the employee with this type of award as outlined in AP 216.

Questions/Assistance

For assistance, please contact the OHRM People Operations, Core HR Division at CoreHR@co.pg.md.us.

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Agency Human Resources Liaisons (HRLs) must use the following steps to enter Employee Incentive Awards in the designated County SharePoint site.

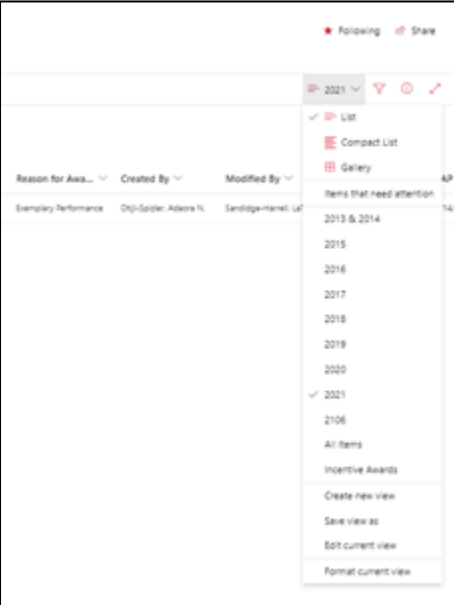
Step	Action	Visual
1	<p>The Agency HRL must submit the incentive award request at least 10 business days of the pay date the award is being issued on to allow time for processing.</p> <p>Access the Agency HR Liaison Incentive Awards SharePoint site.</p> <p>Click the star icon next to “Following/Not Following” to ensure that you are following the site. This action will make it easier for you to locate the site in your SharePoint favorites menu.</p> <p>Please note that you if you are not able to access the site, please contact the Office of Finance Payroll Department via email at PayrollDepartment@co.pg.md.us to request access.</p>	<p>The visual shows a screenshot of the SharePoint 'HR Liaisons' site. A red box highlights the 'Not following' button in the top right corner. Below the screenshot, a diagram shows the transition from 'Not following' to 'Following' with a red arrow.</p>

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2	<p>Select the year you are submitting the award for from the drop-down menu on the top right side of the screen.</p> <p>Selecting the year will allow you to view anything that you have already submitted in the system.</p> <p>Please note that you will only be able to view the items that you have submitted.</p>		 A screenshot of a software interface. At the top right, there are "Following" and "Share" buttons. Below them is a dropdown menu for the year "2021". The dropdown menu is open, showing options: "List", "Compact List", "Gallery", "Items that need attention", "2013 & 2014", "2015", "2016", "2017", "2018", "2019", "2020", "2021" (which is selected with a checkmark), "2106", "All items", "Incentive Awards", "Create new view", "Save view as", "Edit current view", and "Format current view". Below the dropdown, there are columns for "Reason for Award", "Created By", and "Modified By". A table row is partially visible with values: "Empty Performance", "Dijj-Spicer, Adara N.", and "Sandoz-Hamel, L".	
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3

Click on the “New” button and select “Item” from the drop-down menu. This action will allow you to create a new entry.

Please note that you must create a new item for each employee that is receiving an Incentive Award for leave or a Monetary Award.

Incentive Awards

+ New Edit in grid view Share Export to Excel

Item

Last Name	First Name	Employee Num...
King	Kasey	59591

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4	<p>Enter the information in the Incentive Award SharePoint Site:</p> <ol style="list-style-type: none"> a. Last Name – Enter the employee's last name as it appears in SAP b. First Name – Enter the employee's first name as it appears in SAP c. Employee ID Number – Enter the last 5 digits of the number d. Agency e. Position Title f. Type of Award – Drop down to select Annual Leave or Monetary Award or Annual Leave and Monetary Award g. Reason for Award – Select either Exemplary Performance or Special Achievement h. # of Hours Awarded – Please note that this must be listed as hours (for example, 1 day = 8 hours, 2 days = 16 hours, etc.) i. If Employee is receiving a Monetary Award the Amount of the Award, enter the amount in U.S. dollars. j. Date Awarded – list the date the award was issued k. Attachments – please attach all supporting documentation: <ol style="list-style-type: none"> a. Special Achievement Award – must attach (1) the approved Employee Incentive Award Agency Nomination Form for validation b. Exemplary Performance Award – must attach (1) the approved Employee Incentive Award Agency Nomination Form and (2) a copy of the completed Past Performance Appraisal Form for validation. l. Click the “Save” button to submit your entry. 	<p>New item</p> <p>Last Name * <input type="text" value="Enter value here"/> <small>You can't leave this blank.</small></p> <p>First Name * <input type="text" value="Enter value here"/></p> <p>Employee Number * <input type="text" value="Enter value here"/></p> <p>Agency * <input type="text" value="Enter value here"/></p> <p>Position Title * <input type="text" value="Enter value here"/></p> <p>Type of Award * Annual Leave</p> <p>Reason for Award Exemplary Performance</p> <p># of Hours Awarded * <input type="text" value="Enter a number"/></p> <p>Amount of Monetary Award * <input type="text" value="Enter a number"/></p> <p>Date Awarded * <input type="text" value="Enter a date"/></p> <p>CORE HR Review Date <input type="text" value="Enter a date"/></p> <p>Core HR Approval <input type="radio"/> Approved <input type="radio"/> Denied</p> <p>PPE Process Date- FOR FINANCE ONLY <input type="text" value="Enter a date"/></p> <p>Attachments Add attachments</p> <p>Apply label None</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
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Upon submission of the leave award in the SharePoint site, validation is completed by the Core HR Division within five (5) business days before the pay date the award is being issued to allow time for processing and reporting to the Office of Finance for additional processing.

- 5 Core HR will update the record in the SharePoint site to reflect approval or denial of the request and record the date of review.

Please note that if the supporting documentation is not available at the time of validation with the entry in SharePoint, the entry will be updated to reflect denial and the award will not be processed for issuance to the employee.

A screenshot of a SharePoint 'New item' form. The form is titled 'New item' and has a toolbar at the top with 'Save', 'Cancel', and 'Copy link' buttons. The form contains several fields: 'Last Name *' (DOE), 'First Name *' (JOHN), 'Employee Number *' (99999), 'Agency *' (OHRM), 'Position Title *' (General Clerk), 'Type of Award *' (Annual Leave), 'Reason for Award' (Exemplary Performance), '# of Hours Awarded *' (8), '\$ Amount of Monetary Award *' (8), 'Date Awarded *' (Enter a date), 'CORE HR Review Date' (Enter a date), 'Core HR Approval' (radio buttons for Approved and Denied), and 'PPE Process Date-FOR FINANCE ONLY' (Enter a date).