

Rewards and Recognition Overview**Leave Reward:**

There are two methods by which leave awards are entered:

1. Agencies using Cardinal as their leave system of record only need to enter leave awards as balance adjustments or entitlements into Cardinal Absence Management. For further information on entering Absence Entitlements, see the Job Aid titled **TA372 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
2. Agencies not using Cardinal as their leave system of record must also enter the leave award hours in the Agency's external leave system of record. Cardinal does not automatically generate an interface to any external leave systems to grant the related leave award. The Agency HR Administrator enters the award adjustment into the external Agency leave system for the hours to be reflected in the employee's leave balance.

Consolidated reporting pulls leave awards from the **Cardinal Leave Award** page and Cardinal Absence Management to show statewide totals of leave awards. For further information on Reports, see the **Cardinal HCM Human Resources Reports Catalog**. This Reports Catalog can be found on the Cardinal website in **Reports Catalogs** under **Resources**.

Monetary Bonus:

Monetary Bonus/Awards must be entered on the **Reward and Recognition** page for all classified employees within the Pay Period in which the payment occurs. In cases of multiple bonus payment installments under the same Reward ID, the bonus should be entered by the first installment payment date. This applies to all Executive Branch Agencies regardless of whether or not Cardinal Payroll is being utilized.

Agency HR Administrators shall use the **Rewards and Recognition** page to track the employee's:

- Written agreement
- Expiration date of the written agreement per incentive bonus awarded
- Payment installments (singular or multiple – as needed)

Important Note – Cardinal Payroll Impact:

Entering information on the **Rewards and Recognition** page does not create any Payroll transaction for bonus payment. The Agency HR Administrator shall create and submit an Excel spreadsheet to Agency Payroll to load into the Single Use Payroll Online Tool (SPOT) for payment to the employee.

Rewards Mass Uploads:

1. After uploading the recognition data, run the **Mass Update** query and compare the results against the original file to confirm that all rows loaded successfully.
2. For any rows that did not load, either:
 - Create a new mass update template containing only those rows, and upload it as a new file, or
 - If the number of missing rows is small, enter the missing rows manually online
3. **Important:** Do not reprocess the same file. Any new file must be saved and uploaded under a different file name.

Agencies using Cardinal Absence Management

- The **TA792 Leave Balance Adjustment Mass Upload Template** should be used if there is a large volume of leave balance adjustments. The Agency can submit an Excel file to be uploaded using the mass upload process. For further information on Mass Uploads, see the Job Aid titled **Performing a Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**
- The **HR409 Rewards and Recognition Mass Upload Template** should be used for monetary awards. For further information on Mass Uploads, see the Job Aid titled **Performing a Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

Agencies not using Cardinal Absence Management

- The **HR409 Rewards and Recognition Mass Upload Template** should be used for both monetary and leave awards. For further information on Mass Uploads, see the Job Aid titled **Performing a Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



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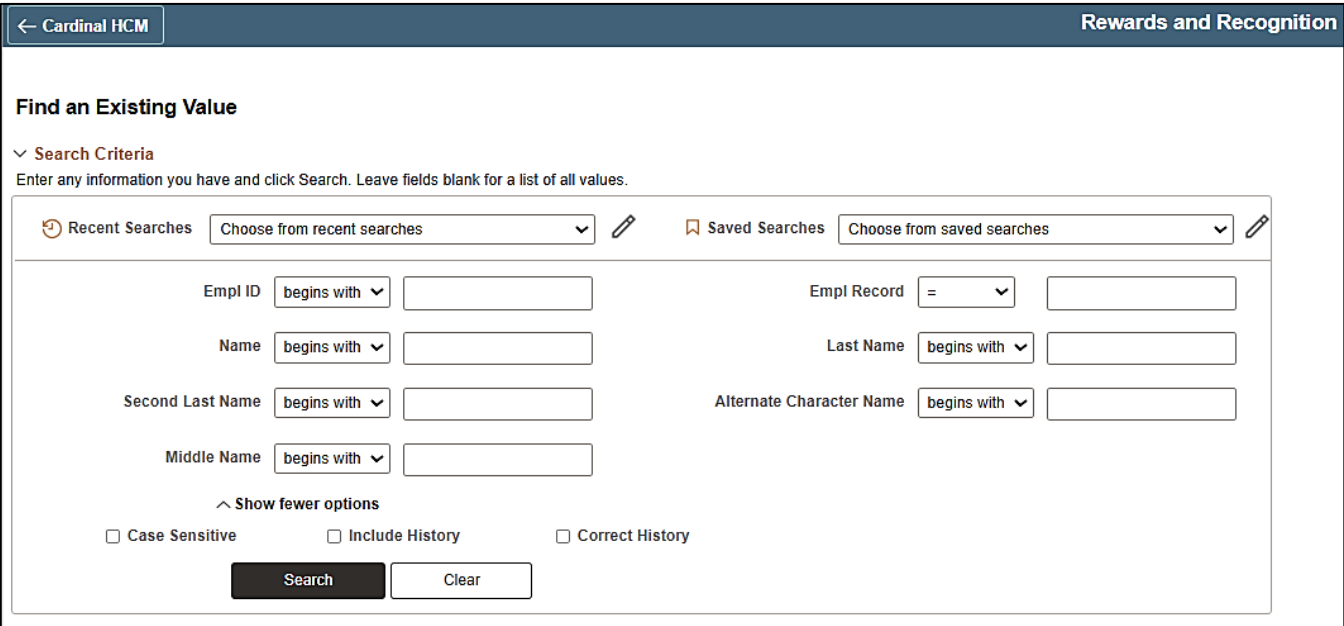
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
9/29/2025	Added clarification language pertaining to Monetary Rewards in the Overview section and updated screenshots throughout the document.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1; Section 4, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Adding a Reward and Recognition

Agencies using Cardinal Absence Management do not record leave on the **Rewards and Recognition** page. Instead, it is entered in Cardinal Absence Management.

The information in this section pertains to the first instance that a Reward and Recognition is awarded to an employee.

Step	Action
1.	Navigate to the Rewards and Recognition page using the following path: NavBar > Menu > Workforce Development > Rwd and Recog Maintenance The Rewards and Recognition Find an Existing Value Search page displays. 
	 For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 



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Step	Action
3.	Click the Search button. Search Clear

The **Rewards and Recognition** page for the applicable employee displays.

Rewards and Recognition

Employee Name: Employee ID:
Business Unit: Empl Record: 0
Position: Critical/Hard to Hire: N
Note: Hourly employees are eligible for bonuses only.

Reward

| < > 1 of 1 View All

Reward ID: 1

+ -

Authorization/Written Agreement

| < > 1 of 1 View All

*Effective Date: 06/11/2026

*Creation Date: 06/11/2026

+ -

Expiration Date:

*Written Agreement? No

*Reward Type:

Authorized Hours: 0.00

Authorized Amount: \$0.00

YTD Hours Awarded: 0.00

YTD Amount Paid: \$0.00

Comments:
254 characters remaining

Award Payouts

| < > 1 of 1 View All

*Award Date:

Award Hours: 0.00

Award Amount: \$0.00

+ -

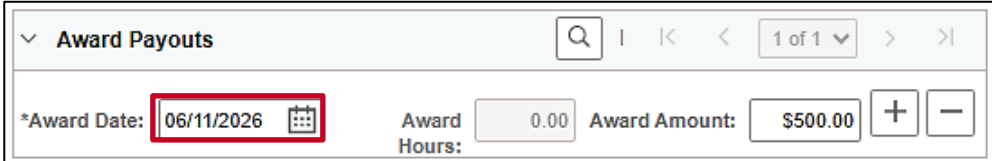
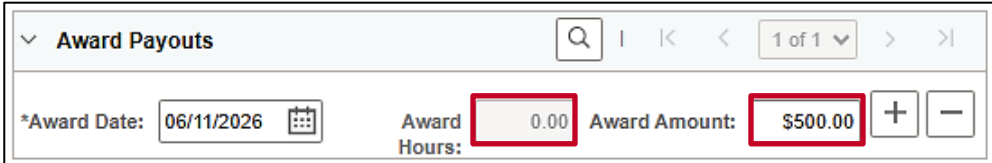
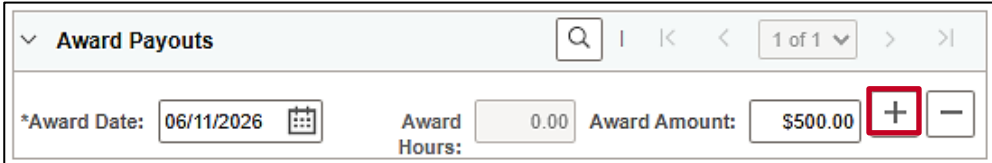
Last Update Date/Time: by

Save

Return to Search

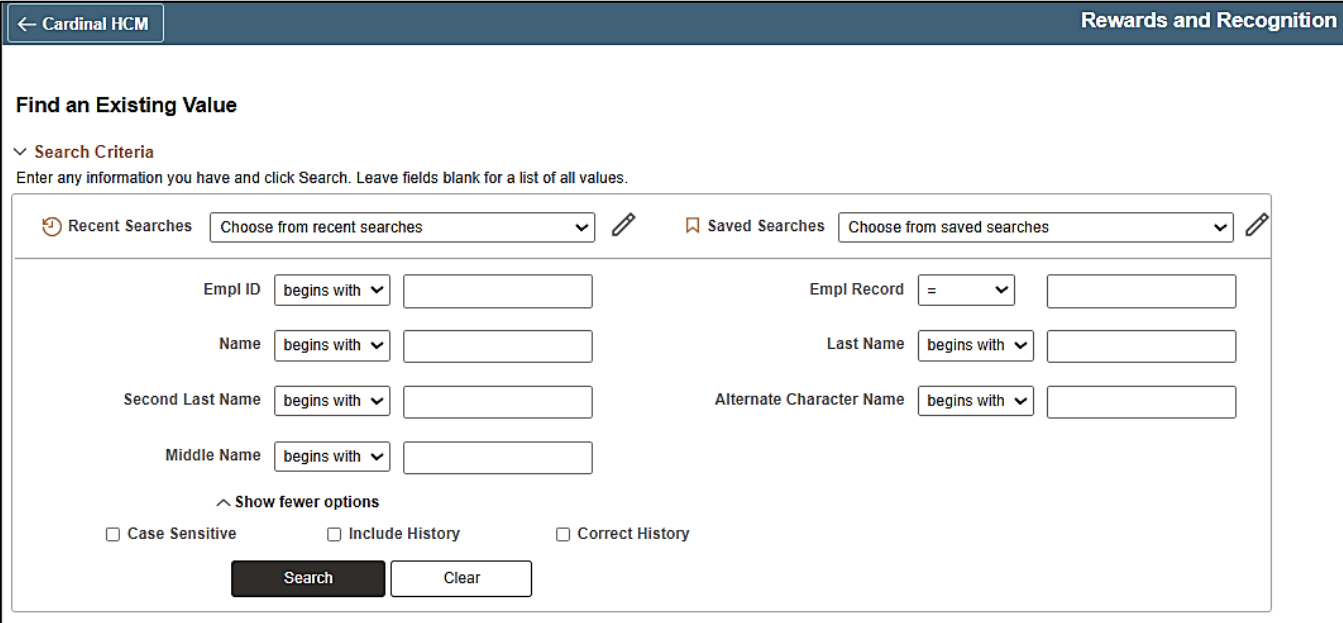
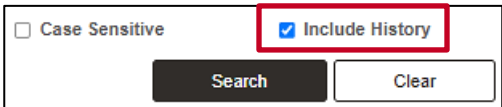
Notify

Step	Action
	The Reward ID is systematically assigned and the Effective Date defaults to today's date. Reward Reward ID: 1 Authorization/Written Agreement *Effective Date: 06/11/2026
4.	Click the Effective Date Calendar icon and select the award date. *Effective Date:
5.	The Creation Date field defaults to the current date. Update as needed. *Creation Date:
6	Click the Expiration Date Calendar icon and select the date that the Reward and Recognition expires according to the written agreement or Agency policy statement. Expiration Date:
7.	Click the Written Agreement dropdown button and select the applicable value ("Yes" or "No"). *Written Agreement? Yes
8.	Click the Reward Type Look up icon and select the applicable Reward Type. *Reward Type:
9.	Enter the applicable hours or amount in either the Authorized Hours field or the Authorized Amount field respectively. Authorized Hours: 0.00 Authorized Amount:

Step	Action
	Depending on the type of reward (monetary or leave), the appropriate field will open for entry and the other field will be disabled. Authorized Hours: 0.00 Authorized Amount:
10.	Enter any applicable comments (up to 254 characters) in the Comments field. Comments:
11.	Click the Award Date Calendar icon within the Award Payouts section and enter the date the employee should receive the reward. 
12.	Enter either the applicable hours or amount in either the Award Hours field or the Award Amount field respectively. 
13.	If the amount is going to be paid out on different dates, insert the applicable number of rows using the Add a New Row (+) icon and repeat Steps 11 and 12. 
	If this is a “Leave” reward type, upon saving, the value for the YTD Hours Awarded field will be the total hours for the associated reward type during the leave year ending on January 9th. If this is a “Monetary” reward type, upon saving, the value for the YTD Amount Paid field will be the actual paid amounts for the associated reward type during the fiscal year ending on June 30th.

Step	Action
14.	Click the Save button. Save Return to Search Notify
	After saving, the Last Update Date/Time and by fields auto-populate. Last Update Date/Time: 06/11/26 9:50:40AM by

Adding an Additional Reward

Step	Action
1.	Navigate to the Rewards and Recognition page using the following path: NavBar > Menu > Workforce Development > Rwd and Recogn Maintenance The Rewards and Recognition Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
3.	Select the Include History checkbox option. 



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Step	Action
4.	Click the Search button. Search Clear

The **Rewards and Recognition** page displays for the selected employee.

Rewards and Recognition

Employee Name:

Employee ID:

Business Unit:

Empl Record: 0

Position:

Critical/Hard to Hire: N

Note: Hourly employees are eligible for bonuses only.

Reward

| < > | 1 of 1 | View All

Reward ID: 1

Authorization/Written Agreement

| < > | 1 of 1 | View All

*Effective Date: 06/11/2026

*Creation Date: 06/11/2026

Expiration Date:

*Written Agreement? Yes

*Reward Type: PBB Project Based Bonus

Authorized Hours: 0.00

Authorized Amount: \$1,000.00

YTD Hours Awarded: 0.00

YTD Amount Paid: \$500.00

Comments: Project Based Bonus to be paid out over two months.

203 characters remaining

Award Payouts

| < > | 1 of 2 | View All

*Award Date: 06/11/2026

Award Hours: 0.00

Award Amount: \$500.00

*Award Date: 07/11/2026

Award Hours: 0.00

Award Amount: \$500.00

Last Update Date/Time: 06/11/26 9:55:02AM by

Save

Return to Search

Notify



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Step	Action
5.	Click the Add a New Row (+) icon in the Reward ID Header section to add an additional Reward ID for the employee. Reward Reward ID: 1 + -

The **Rewards and Recognition** page refreshes and the next available Reward ID Number displays.

Rewards and Recognition

Employee Name:

Employee ID:

Business Unit:

Empl Record: 0

Position:

Critical/Hard to Hire: N

Note: Hourly employees are eligible for bonuses only.

Reward

Reward ID: 2

+

-

Authorization/Written Agreement

*Effective Date: 06/11/2026

*Creation Date: 06/11/2026

Expiration Date:

*Written Agreement? No

*Reward Type:

Authorized Hours: 0.00

Authorized Amount: \$0.00

YTD Hours Awarded: 0.00

YTD Amount Paid: \$0.00

Comments:

254 characters remaining

Award Payouts

*Award Date:

Award Hours: 0.00

Award Amount: \$0.00

+

-

Last Update Date/Time: by

Save

Return to Search

Notify

Rev 9/1/2026

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Step	Action
6.	Validate that the new row has been added in the Reward section and Reward ID field increments by “1”, and has not been added to the Authorization/Written Agreement section. Reward Q K < 2 of 2 > > View All Reward ID: 2 + -
7.	Complete the additional award by following Steps 4 – 14 in the Adding a Reward and Recognition section of this Job Aid.



Adding a New Payout to an Existing Reward

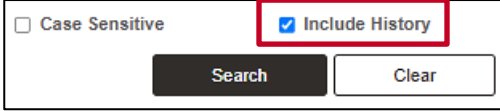
Scenario: A Project-based bonus with an authorized amount of \$5,000 has been entered. The initial payment of \$2,500 has been entered for payout on 3/1/2026. Now the end of the Project has come and the additional \$2,500 needs to be added for payout. The data values in this section of the Job Aid are based on this scenario. Use the actual data values for the payout when completing this process in Production.

Step	Action
1.	Navigate to the Rewards and Recognition page using the following path: Menu > Workforce Development > Rwd and Recogn Maintenance The Rewards and Recognition Find an Existing Value Search page displays. ← Cardinal HCM Rewards and Recognition Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Empl ID begins with Empl Record = Name begins with Last Name begins with Second Last Name begins with Alternate Character Name begins with Middle Name begins with ^ Show fewer options ☐ Case Sensitive ☐ Include History ☐ Correct History Search Clear
2.	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. Empl ID begins with



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Step	Action
4.	Select the Include History checkbox option. 
5.	Click the Search button. 

The **Rewards and Recognition** page displays for the selected employee.

Rewards and Recognition

Employee Name:

Employee ID:

Business Unit:

Empl Record: 0

Position:

Critical/Hard to Hire: N

Note: Hourly employees are eligible for bonuses only.

Reward

Authorization/Written Agreement

*Effective Date: 01/05/2026

*Creation Date: 01/05/2026

Expiration Date: 12/31/2026

*Written Agreement? Yes

*Reward Type: PBB Project Based Bonus

Authorized Hours: 0.00

Authorized Amount: \$5,000.00

YTD Hours Awarded: 0.00

YTD Amount Paid: \$2,500.00

Comments: Project-based bonus of \$5000 to be paid in two installments. First payment within 60 days and the second at the end of the project.

Award Payouts

*Award Date: 03/01/2026

Award Hours: 0.00

Award Amount: \$2,500.00

Last Update Date/Time: 06/11/26 11:07:46AM by

Save

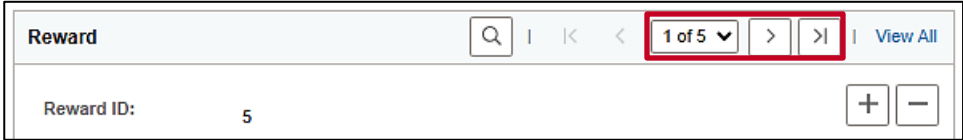
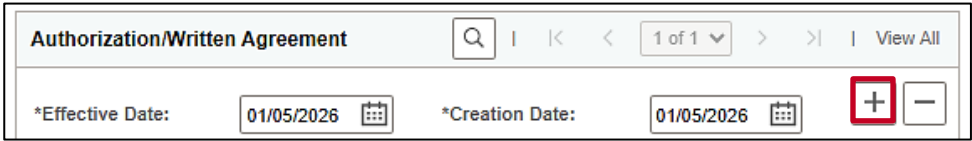
Return to Search

Notify

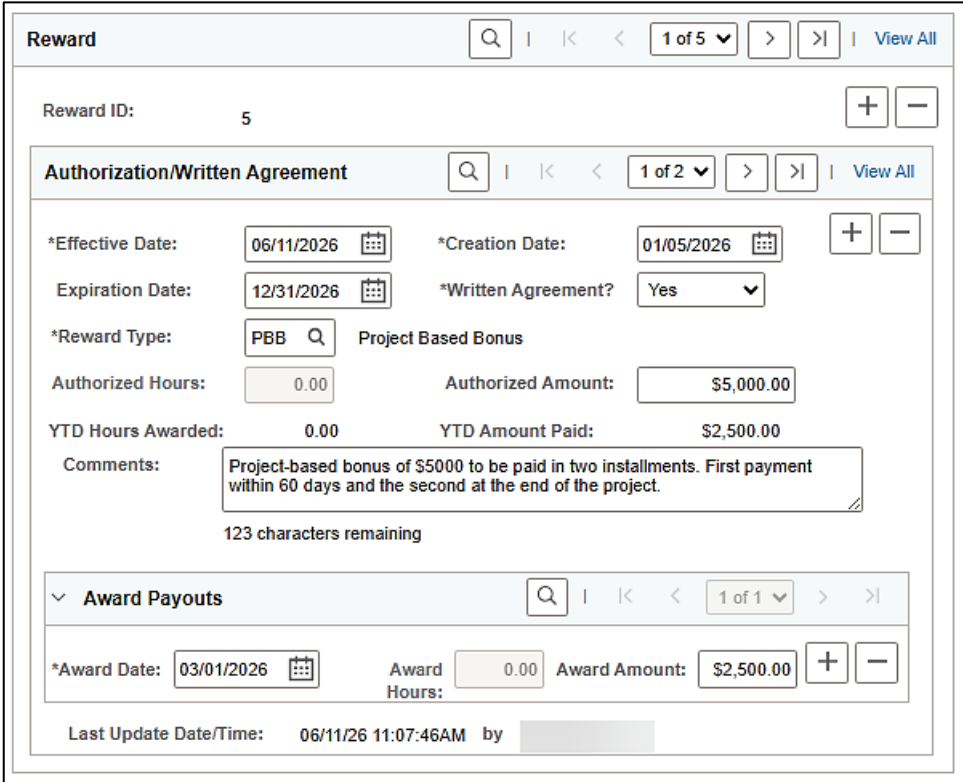


Human Resources Job Aid

HR351 Rewards and Recognition

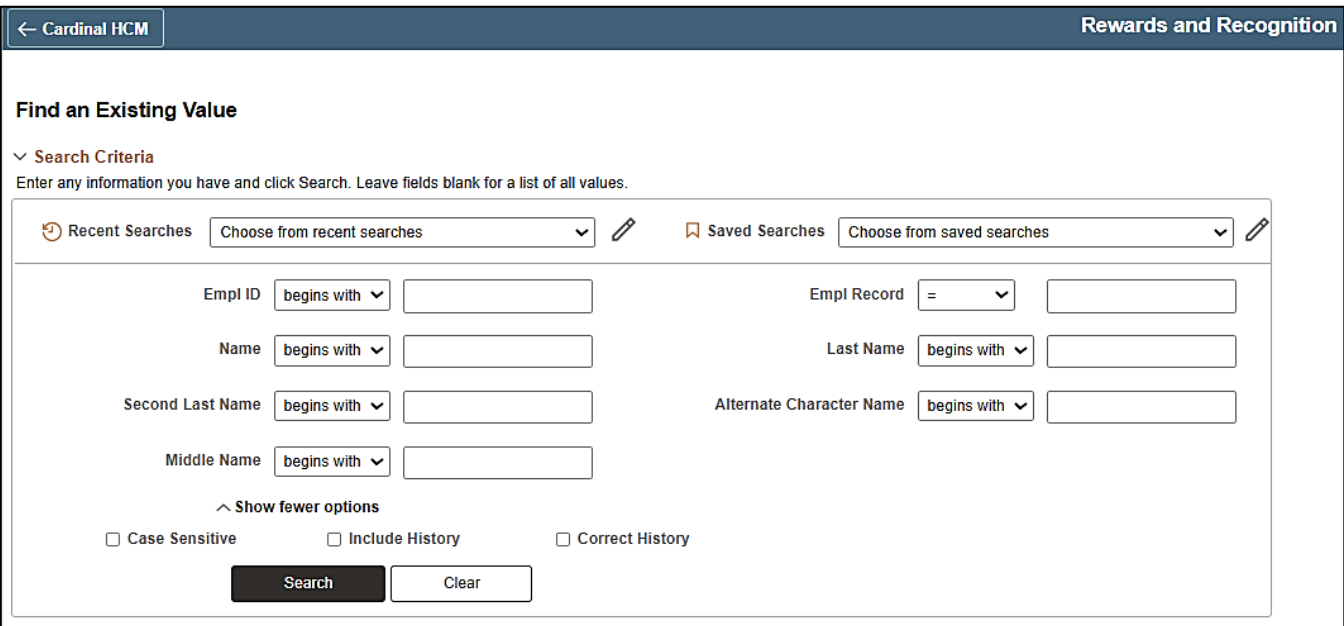
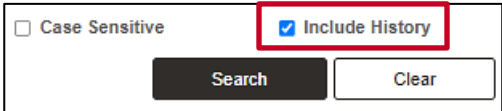
Step	Action
6.	Use the arrows within the Reward header as needed to navigate to the Reward ID associated with the Award Payout section that needs to be updated. 
7.	Click the Add a New Row (+) icon within the Authorization/Written Agreement section to update the existing Reward Type with a new award payout. 

The **Rewards and Recognition** page redispays with the new effective dated row in the **Authorization/Written Agreement** section.



Step	Action
8.	Click the Effective Date Calendar icon and select the applicable date. Note: This date can be the current date but cannot be same as the original effective date of the Reward ID. *Effective Date: 
9.	Click the Add a New Row (+) icon within the Award Payouts section to add a new award payout. ▼ Award Payouts 1 of 1 *Award Date: 03/01/2026  Award Hours: 0.00 Award Amount: \$2,500.00 + -
10.	Click the Award Date Calendar icon and select the date that the payment is to be made to the employee. *Award Date: 
11.	Complete either the Award Hours field or the Award Amount field by entering the applicable hours or amount. For this scenario, it is the second payout for the Project-based bonus. ▼ Award Payouts 1 of 2 *Award Date: 03/01/2026  Award Hours: 0.00 Award Amount: \$2,500.00 + - *Award Date: 07/01/2026  Award Hours: 0.00 Award Amount: \$2500.00 + -
12.	Click the Save button. Save Return to Search Notify
	After saving, the Last Update Date/Time and by fields auto-populate. Last Update Date/Time: 06/11/26 9:50:40AM by

Modifying (Correcting) an Existing Reward and Recognition Award

Step	Action
1.	Navigate to the Rewards and Recognition page using the following path: NavBar > Menu > Workforce Development > Rwd and Recogn Maintenance The Rewards and Recognition Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
3.	Select the Include History checkbox option. 



Human Resources Job Aid

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Step	Action
4.	Click the Search button. Search Clear

The **Rewards and Recognition** page displays for the selected employee.

Rewards and Recognition

Employee Name: Pie,Apple Employee ID:
Business Unit: Empl Record: 0
Position: Critical/Hard to Hire: N
Note: Hourly employees are eligible for bonuses only.

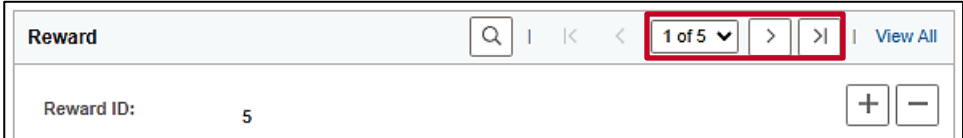
Reward

Authorization/Written Agreement

*Effective Date: 06/11/2026 *Creation Date: 01/05/2026
Expiration Date: 12/31/2026 *Written Agreement? Yes
*Reward Type: PBB Project Based Bonus
Authorized Hours: 0.00 Authorized Amount: \$5,000.00
YTD Hours Awarded: 0.00 YTD Amount Paid: \$2,500.00
Comments: Project-based bonus of \$5000 to be paid in two installments. First payment within 60 days and the second at the end of the project.
123 characters remaining

Award Payouts

*Award Date: 03/01/2026 Award Hours: 0.00 Award Amount: \$2,500.00
*Award Date: 07/01/2026 Award Hours: 0.00 Award Amount: \$2,500.00
Last Update Date/Time: 06/11/26 11:41:25AM by

Step	Action
5.	Use the arrows within the Reward header as needed to navigate to the Reward ID that needs to be updated. 
6.	Click the Add a New Row (+) icon within the Authorization/Written Agreement section to update the existing Reward Type. 
7.	Click the Effective Date Calendar icon and select the date for the update. Use the day after the original effective date if that date has not already been used for the Reward ID being corrected. Note: This page does not have the Effective Sequence field. Therefore, the same effective date cannot be used within the same Reward ID. 
8.	The remaining fields default from the previous row for the Reward Type. Update the applicable fields to correct the entry.
9.	The Award Date field indicates the exact date the payment should be made or the exact date the hours should be awarded to the employee. In the case of monetary awards, the information in the Awards Payout section should be provided to an Agency Payroll Administrator to pay out via the SPOT tool. 
10.	Click the Save button. 
	After saving, the Last Update Date/Time and by fields auto-populate. 