



WORKFORCE PARTNERS

AWARDS & RECOGNITION PROGRAM

For support contact your Labour Advisor

HOW TO REWARD AN EMPLOYEE



AWARDS & RECOGNITION PROGRAM

RECOGNIZING OUR FRONTLINE WITH CHOICE REWARDS

HOW TO GET STARTED:

1 Go to **My Work** or your company **Paystub Portal**.

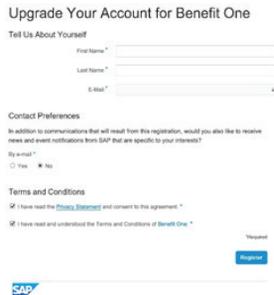
2 Go to **Awards and Recognition** tile.



3 **REGISTRATION to Benefit One is required.** This step is **ONLY** completed the first time you log on.

- Enter **First and Last Name**.
- Email will default to your email used on pay stub portal.

If asked for an email, enter your preferred email address to receive notifications.



Upgrade Your Account for Benefit One

Tell Us About Yourself

First Name *

Last Name *

E-Mail *

Contact Preferences

In addition to communications that will result from this registration, would you also like to receive news and event notifications from SAP that are specific to your interests?

By email *

Yes No

Terms and Conditions

I have read the [Privacy Statement](#) and consent to this agreement. *

I have read and understood the Terms and Conditions of Benefit One. *

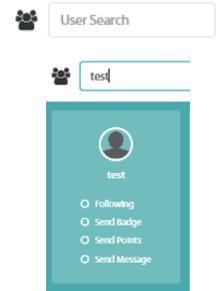
SAP

4 You will now be in the **Awards & Recognition** system.



HOW TO GIVE POINTS:

1 Search for employee you want to reward, enter name in field.



User Search

test

test

Following

Send Badge

Send Points

Send Message

One or more names may show depending if only first or last name was entered in search.

2 To send points to an employee, click on **SEND POINTS** under the employee name.

3 Select the **value** of points to send:



Please choose point.

25 Points

50 Points

75 Points

100 Points

4 Select the **+ Badge** you are recognizing the employee for:



5 You can also add a message **+ Message**. This message will be seen by **ALL**.

6 Click **Send** to send the **points, badge and message** to the employee.
or
you can send **recognition without points**, just click on either.

