



On-The-Spot Rewards Program

Purpose

Employees expect – and deserve – to be recognized for their extra efforts. Managers can use this On-the-Spot rewards program as one way to recognize excellent performance and valuable contributions outside of the merit and bonus programs, in a real-time way. By providing a Spot Bonus or Gift Card reward, managers have the opportunity to provide a meaningful “thank you” and connect the reward to the contribution and/or performance being recognized.

Eligibility

All full- and part-time staff who are benefits-eligible and who have been employed by Bentley for a minimum of 3 months are eligible to receive a reward under this program. Please note, all managers, including faculty who manage staff and Cabinet members can request a reward for their employees.

Award Types

There are two types of On-The-Spot Rewards that a manager may use to recognize an employee:

- **Gift Card** – Managers can reward their employee(s) an Amazon.com gift card worth \$50 or \$100
- **Spot Bonus** – All employees who manage staff can reward their employee with either a \$500 or \$1,000 spot bonus depending on the type of contribution(s) being recognized
- **Cabinet Spot Bonus** – New for this fiscal year, Cabinet members are eligible to reward member(s) of their Division with a spot bonus between \$1,000 - \$5,000 for work that has substantial and significant impact on the Bentley Community.

Award Criteria

The On-The-Spot Rewards Program is meant to reward individuals who have recently displayed extra effort or who have gone above and beyond their day-to-day responsibilities. The program recognizes employees “in the moment” on a one-time basis for recent exemplary action. Continuous and sustained excellence should be recognized through the annual merit program or a promotion if appropriate. Below are some examples of which tier would make sense for a Spot Reward:

Gift Card:

- Worked extra assignments outside of the employee’s day-to-day responsibilities to be of further assistance to their department
- Displayed positive behaviors that helped a department through a particularly busy or stressful period
- Assisted a colleague in completing a large work assignment or project that took considerable time and effort

Spot Bonus:

- Participating in and completing a large work assignment that added considerable effort on top of their day-to-day work
- Improving a process which created department efficiency and overall budget savings
- Utilizing creative problem-solving to resolve a particularly complicated and ongoing issue

Cabinet Spot Bonus:

- Implementing a program that streamlines and simplifies processes for a number of external facing departments that creates a better experience for those external partners
- Spearheading a new student campaign that has significant impact on overall student success and engagement with Bentley University
- Creating a new initiative that results in significantly higher giving from traditionally underrepresented groups

It is up to the manager to use their best judgment as to which type of reward would be most appropriate under the circumstances. Please note, only Cabinet members are allowed to submit a Spot Bonus under the Cabinet level tier (see “**Process**” section below for more information) and we encourage managers to advocate and discuss their employee(s) if they feel they are deserving of a Cabinet tier Spot Bonus amount. It is important that all rewards are distributed in a manner that is fair, equitable and transparent to employees within the overall rewards budget.

Process

To request an On-The-Spot Reward, please do the following:

- Search and select the employee(s) you want to reward
- Initiate request in Workday using the One-Time Payment option
- Select the appropriate reward and complete the form (only Cabinet will see the Cabinet Spot Bonus tier as an option)
- Include a brief statement justifying why the bonus is being awarded (just a few sentences)
- The request will flow and disseminate to all relevant parties for processing and recording
 - A “one over one” (manager’s manager) approval is required for all spot bonuses but no additional approval is required for gift cards
 - HR will be included for tracking and reporting purposes and to help monitor budget
- Once the reward request has been approved, the manager will receive a notification through Workday. The manager should notify the employee and thank them for the work or behavior that is being rewarded.
 - **Spot Bonus** - Managers can notify the employee of the upcoming bonus payment and inform that it will be paid out within 1 – 2 pay periods due to Payroll timing. Managers should not notify the employee until they receive either the Workday notification that the request has been approved or a message from HR letting them know their spot bonus request is approved and processed.
 - **Gift Cards** – Managers will be sent an electronic gift card code they can send to their employee

Under Internal Revenue Service regulations, these spot bonuses and gift cards are considered taxable income and will be processed accordingly. Because the IRS requires employers to treat gift cards as taxable income, ***managers may not use university funds to purchase gift cards for employees, for any reason, outside of this program.***

This program is centrally funded with a limited budget for the fiscal year. Once the program’s funds are used up, any On-The-Spot Rewards request will be on hold until the funds are replenished, typically at the start of a new fiscal year.

On-The-Spot Rewards – Workday Instructions

- 1) Search and find the employee you wish to initiate a Reward for by either using the Search feature at the top of the home page or the My Team app via the main Workday Menu.

 Search

-OR-

Menu



Apps

Shortcuts



Adaptive Planning



Staff Dashboard



Career



Recruiting Dashboard



My Team Management



Purchases



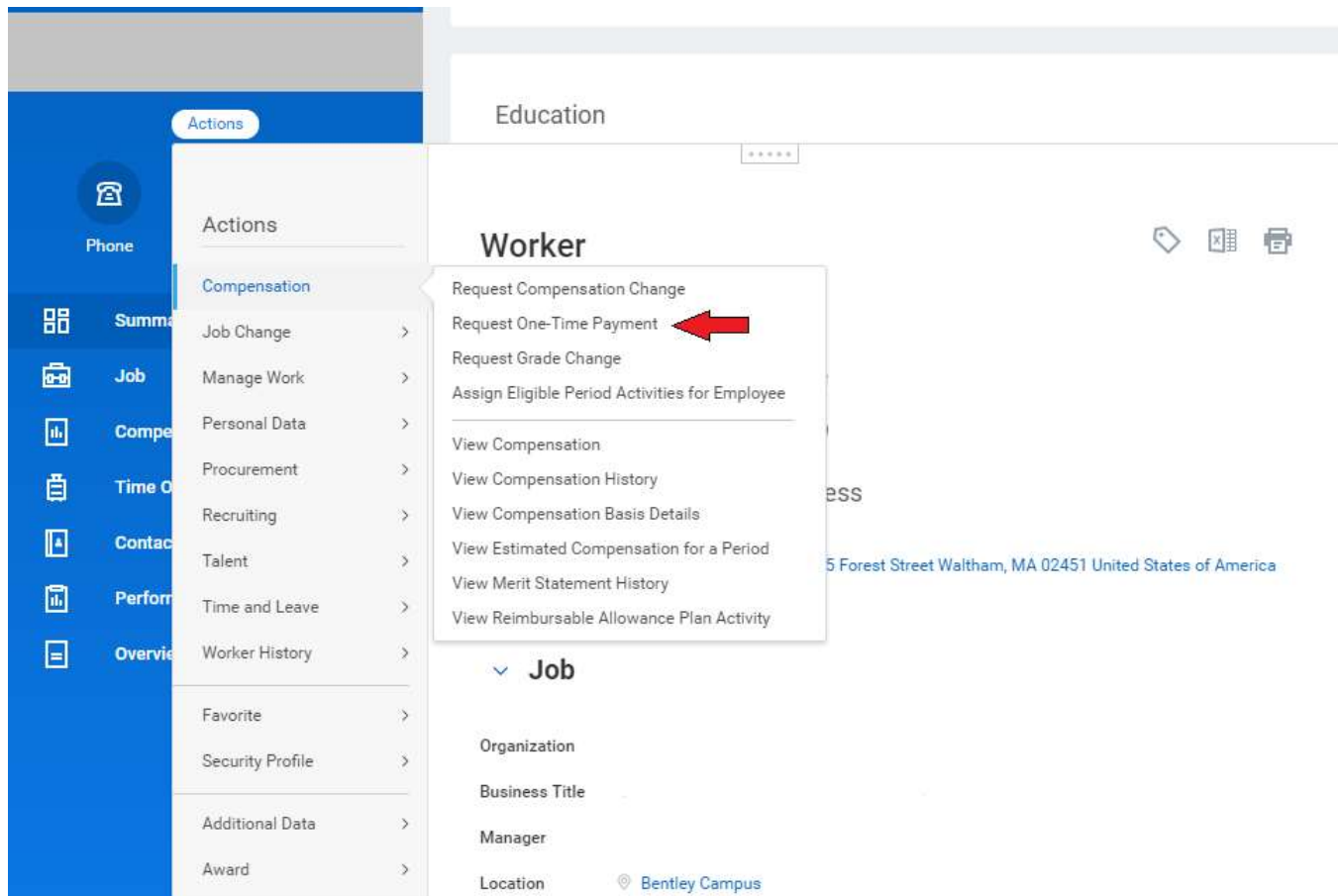
Benefits



My Team



- 2) On the left hand pane, under your employee's name, click on the following:
- a. ACTION button
 - b. Compensation
 - c. Request One-Time Payment



- 3) Use the current date as your effective date and double check the employee name is correct. Click on OK when finished to start the Payment Request form.

Request One-Time Payment

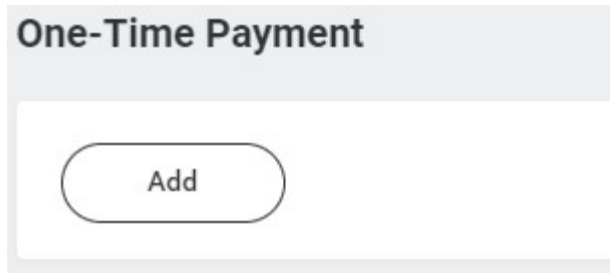
Effective Date * MM/DD/YYYY 

Employee *

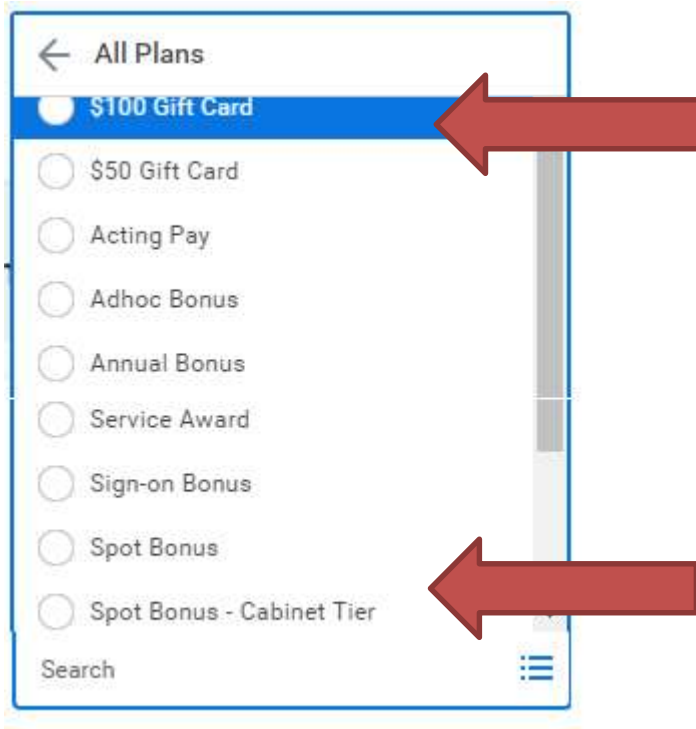
OK

Cancel

- 4) Click on the Add button to start the process



- 5) Under the "One Time Payment Plan" menu, click on the ☰ icon to open up the selection menu, then select either "\$100 Gift Card", "\$50 Gift Card" or "Spot Bonus". Note, Cabinet members will have an additional option called "Spot Bonus – Cabinet Tier" that is only selectable to them.



6) Additional options will then appear and you will need to complete the following fields

- a. Scheduled Payment Date: typically the current date
- b. Amount: Spot Bonus, amounts are \$500 or \$1000, Cabinet Spot Bonus amounts are \$1000 - \$5000
- c. Currency: auto populated
- d. Send to Payroll: leave it checked
- e. Additional Information: please complete with a brief explanation for why you are rewarding your employee (data is used for informational purposes only)

One-Time Payment Plan *

× \$100 Gift Card

⋮

Scheduled Payment Date *

11/09/2022

📅

Amount *

100.00

Currency *

× USD

⋮

Send to Payroll

☒

Additional Information

- 7) In the Supporting Information section, the only field you will need to complete is Cost Center. Once that field is entered in, the rest of the information will auto-populate (you can find the Cost Center at the top of the form under the Organizational Assignments header). Please note, the Rewards program is centrally funded and the Cost Center is used only for informational purposes.

*Division


*Fund

*Cost Center



*Additional Worktags

- 8) Click on Submit at the very bottom of the screen to complete the transaction.



- 9) The Transactions will then flow to all appropriate parties for additional approvals and processing.
- a. **Spot Bonus** - your manager will also be approving the transaction and the payment will be processed in the next pay period
 - b. **Cabinet Spot Bonus** – the transaction will flow to the Vice President and Chief Human Resources Officer for approval
 - c. **Gift Card** – no additional approvals are needed and you will be notified by HR when it is approved along with the Amazon Gift Card Code(s) you can send to your employee in your thank you note