

Recognition Awards

All staff members have access to send a thank you to a colleague within the University. For those with access to their departmental budget they are also able to nominate a colleague for a recognition award.

Accessing the Recognition Awards

To access the Recognition Awards please go through The Deal portal via MUSE. From the portal click on the Recognition Awards icon (5th icon down on the home screen) The Recognition Awards will open in a new window.

Manager Nomination Process

To nominate a colleague for an award click on 'Nominate a Colleague'

From the drop down menu choose your Department's budget and click next.

If you do not choose the budget you will only be able to send a thank you.

If you do not have access to your Department's budget you will only see 'Thank you' in the drop down field.

To request access please contact your Head of Department or delegate budget holder.

Alternatively please email thedeal@sheffield.ac.uk and we can request access on your behalf.

The screenshot shows the 'Recognition Awards' portal. The main heading is 'Recognising Your Contribution'. The navigation menu includes Home, Profile, About, Nominations, Previous Awards, FAQs, and Manager's Area. The 'Nominations' section is active, showing a form to select a nomination type from a dropdown menu. The dropdown menu is open, showing options: 'Thank You', 'Thank You', and 'Accommodation & Commercial Services'. Below the dropdown is a 'Check Budget' button. The right sidebar contains sections for 'My Nominations - Received', 'My Nominations - Made', 'Your awards' (with a gift icon and text 'You can redeem your award here'), 'FAQs' (with a question mark icon and text 'You can find more information on the Recognition Awards here'), and 'contact us' (with a speech bubble icon and text 'If you have any queries you can contact us here.').

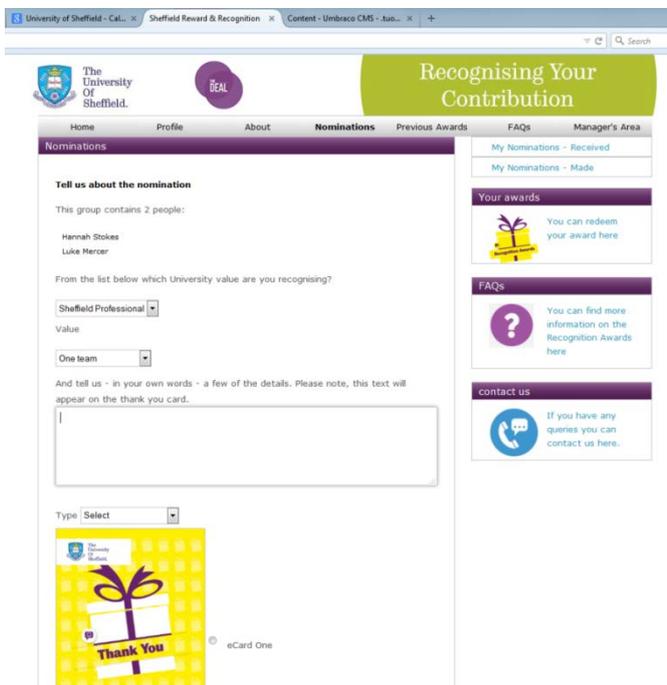
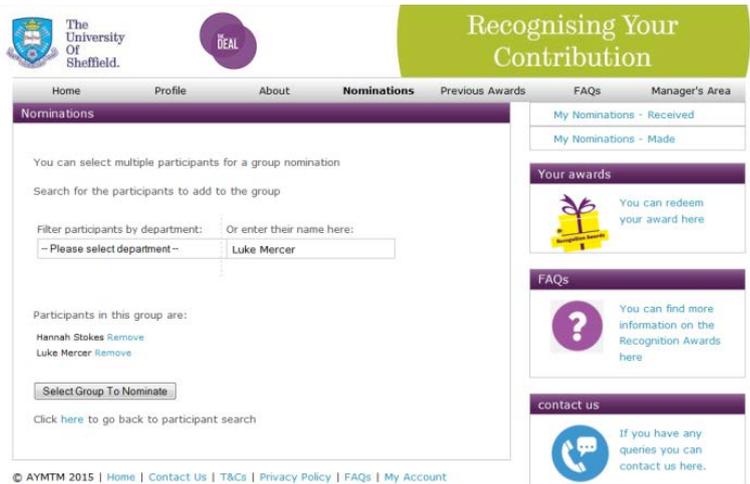
The screenshot shows the 'Recognition Awards' portal. The main heading is 'Recognising Your Contribution'. The navigation menu includes Home, Profile, About, Nominations, Previous Awards, FAQs, and Manager's Area. The 'Nominations' section is active, showing a form to find a person to thank. The form has a text input field for the person's name, with 'Hannah Stokes' entered. Below the input field is a dropdown menu for the department, with 'Please select department' selected. To the right of the input field is a search button with a magnifying glass icon. Below the search button is a list of search results, with 'Hannah Stokes' selected. The right sidebar contains sections for 'My Nominations - Received', 'My Nominations - Made', 'Your awards' (with a gift icon and text 'You can redeem your award here'), 'FAQs' (with a question mark icon and text 'You can find more information on the Recognition Awards here'), and 'contact us' (with a speech bubble icon and text 'If you have any queries you can contact us here.').

Next you will be able to choose whether to nominate and individual, a team or an entire department.

For an individual, either type in their name or select their department from the dropdown list, then click on the person you want to nominate.

For a group, click on the group option, and then search by name or department as above for the people you wish to nominate.

Repeat the process to add people to the group. Once you have everyone you want, click on the 'select group to nominate' button.



Complete the nomination form:

- Select the behaviour you are nominating for.
- Provide a brief explanation of the reason for making your nomination. This text will be visible to the Head of Department if they need to approve the award and by the nominee so ensure that the reason for the award is clear:
- Select the award you want to give (the choice will vary based on the award type – Small gift/Vouchers/Additional payment/Team/Annual Leave). You can view the awards in advance of making a nomination by click on the “Types of Award”

link on the right hand side of the Manager's Area (the tab along the top).

- Choose an e-Card of your choice by clicking on the button to the right hand side.
- Click submit.

You will receive a confirmation email that your nomination has been successfully submitted and will be either sent to the Head of Department for approval or the nominee will receive confirmation of the award if the award does not require further approval (Small gift category).

Thank you ecard – the information entered on the nomination form creates an automated ecard.

These ecards can be printed out.

Manager's Area



- Home
- Profile
- About
- Nominations
- Previous Awards
- FAQs
- Manager's Area

My team

This provides a list of everybody assigned as one of your direct reports.

My team's nominations

This will provide information about activity in your part of the department – who has been thanked and/or who has received an award. You will know at the time if any of your direct reports has been nominated or thanked- you will receive an email and it will also feature on your manager dashboard.

Budgets

You will be able to view the current budget balance and all awards made from that budget to date through this section of the portal.

If you are the Budget Holder you can also delegate your budget to another colleague – for example if you are going on annual leave.

You will need to remove the delegate from your budget on your return or you will be unable to view/select it from the nomination dropdown menu.

My Budgets

HR Team 1 Winner's Choice Award - [UOS201501]

Balance: £950.00. [SAP CC: UOSHR]

[Back to Budget List](#)

This budget is valid from 1 Jan 2015 to 31 Dec 2015

You can use this budget to reward colleagues £50.00 - £500.00 per nomination.

Delegate

[Add Delegate](#)

Participant Restrictions

You can nominate any colleague with this budget.

Submitters

Add the names of managers in your team who you would like to be able to submit nominations against your budget

Name	Pre-Approved	
Manager Manager	False	Remove

[Add Submitter](#)

Pre-Approved

[Add Submitter](#)

Transactions

Date	Description	Amount
29/01/2015	HR Team 1 Q1 budget	1000.00
30/01/2015	Nomination for Enn Bamber by Joe Healy, approved by Joe Healy	50.00