

## **Award Program Approval Procedure**

To establish a new departmental/college award program, a detailed explanation of the program must be documented and reviewed/approved by IFAS HR. Final review/approval will be made by UFHR Classification and Compensation in conjunction with the UFHR Vice President.

The document should include the following:

- Overview – a description of the award program, the number of awards to be provided, and the behavior/performance to be recognized.
- Eligibility – a description of the employees who will be eligible as well as criteria that may disqualify individuals from the award program.
- Frequency – a description of the frequency of the award. For example, annually.
- Award – a description of the type of award. Monetary awards should include the amount to be awarded.
- Selection process – a description of the selection process used to identify the award winner(s).

Once the award program has been approved by UFHR VP, the Classification and Compensation office will notify the unit of the approval and add the program to the list of University award programs in the award file. Once the award program has been approved, there is no need to resubmit the award program annually, except when there are changes to the award that would include, but are not limited to, changes in the award criteria, frequency of the award, or the award amount.

Payments are processed by the unit submitting an additional pay ePAF in myUFL using the award (AWD) earnings code and reason code of other (OTH)

Units will work with IFAS/HR for assistance in preparing the documents for review/approval, as well as processing payments to the individuals receiving an award. **If a payment needs to be grossed up for the person receiving the award, please contact Janet Malphurs in IFAS/HR for assistance with the calculations.**