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Recognition User Manual

**Prepared for**

**HR and Payroll process**

**Project**

**D365 for Finance and Operations**

**Prepared by**

**CEM Business Solutions**

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**Abbreviations**

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# Process Overview

Employee recognition is the acknowledgement of an employee’s behavior, effort and accomplishments that support the organization's goals and values. By acknowledging employee efforts and making them feel valued and appreciated, organizations can increase employee satisfaction, morale, and self-esteem.

# Introduction

Recognition management process is set up through the following processes;

* Setting up Recognition types
* Recognition request for an employee
* Recognition request approval and processing

SET-UP

**Recognition type:**

To set up a Recognition request for an employee, you must first create the Recognition type

**Path:** Legal Entity | Recognition process | Area page | Setup | Worker Recognition Types

**Demonstration:**

This demonstration shows how to set up a Recognition type

1. Click **Worker Recognition Types**.
2. Click **New**.
3. In the **Recognition type** field, type a unique name to identify the Recognition type.
4. In the **Description** field, type a description for the Recognition type.



# COMMON PROCESS

**Path:** **Legal Entity |** Recognition process | Common **|** Recognition list page



## Create Recognition

To create Recognition the mandatory fields Recognition ID, Comments , Requested for employee details must be filled in.





**Demonstration:**

This demonstration shows how to create Recognition for an employee

1. Click **Recognition requests.**
2. Click **Recognition** button
3. Select Recognition type.
	1. In the **Recognition type** dropdown field, select a recognition type.
	2. In the **Comment field**, justify your reason for the employee recognition.
4. Select the Employee for recognition.
	1. Expand the **Requestor details** fast tab.
	2. **Requested by** and **Employee name** fields under **Requested by** group is automatically updated with your Name and Employee ID.
	3. In the **Employee field**, select the Employee ID of the worker to whom the recognition is requested for.
	4. The Employee name field gets updated automatically.
	5. Position and Job fields get updated automatically.
5. Hit save button to save the form.





1. Click the Submit button to initiate the Recognition Approval Workflow.

## Recognition Approval

1. Once the recognition request is submitted, a workflow is initiated and channeled for HR’s approval.
2. The approving HR will receive a notification to approve the Recognition request and it is either approved or rejected.
3. The **HR- Operation Remarks** fast tab is enabled to the approving HR. HR Remarks (Optional) is entered in HR Comments field.
4. Once the approval process is complete, the record status changes to ‘Approved’. Once the recognition request is approved, it gets updated in the recognition details form.

The recognition requests can be viewed from recognition **History** button in task pane.



