

# Service Award

# MICROSOFT DYNAMICS D365 FOR OPERATIONS AND FINANCE

# **USER MANUAL**

**CEM Business Solutions** 

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## Module Overview

There is no doubt that employees are the most valued asset of any organization and the ones responsible for its continued success. Employer should value the dedication and loyalty of their employees and celebrate their contributions and achievements.

Recognition gifts are awarded to employees beginning at five years of cumulative regular service and every five-year milestone through 35 years and beyond. This program is administered by the Office of Human Resources

Cash or Gift Can be used as part of a service award.

Service award process used to update employee's that are completing 5 or 10 0r 15Y of experience in the organization of Department & Divisions.

The system performs the following processes for all workers on daily basis.

- Daily execute the batch to find out those who completes the parameter-based no. of years.
- In case of Cash option: On that pay-period date the sanctioned amount will be updated in earning statement which same will be credit to his account along with salary.
- In case of Gift card: Can be issued at any time.
- Objectives
  - Service award Prerequisites.
  - Auto\Manual update of employee's data who completes 5, 10, 15...etc
  - Can be generated as cash during the pay-period or issue as a gift.



## Service Award management(SAM) Setups

- 1 Setups
- a. Click Payroll > Setups > Parameters > Human resource shared parameters > Service award
- b. Add new lines for No. years and declare limit for full time & parttime employees.
- c. Configure for a gift card kind or Cash award.
- d. Enter the earning code for payroll in case of opting for cash.

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Payroll	Service award type       Cash											
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#### 2. Service award eligibility

- a. Click payroll > Service award > Service award
- b. Click on update service award

#### CEM Add-On module: Service Award in Microsoft Dynamics 365 for Finance & Operations

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Y		✓ Service award id ↑	Trans date	Employee	Employment start date	Position	Status	Amount	Mail sent	Years Processed	
		USMF-00002991	9/26/2018	Takashi Andrews	6/7/2008	000270	Full-time	1,000.00	~	10	
		USMF-00002992	9/26/2018	Arnie Mondloch	11/29/2012	000311	Full-time	500.00	~	5	
		USMF-00002993	9/26/2018	June Low	4/1/2013	000321	Full-time	500.00	~	5	
		USMF-00002994	9/26/2018	Emil Karafezov	11/17/2007	000328	Full-time	1,000.00	~	10	
		USMF-00002995	9/26/2018	Ahmed Barnett	3/5/2008	000001	Full-time	1,000.00	~	10	
		USMF-00002996	9/26/2018	Tricia Fejfar	4/1/2013	000331	Full-time	500.00	~	5	
		USMF-00002997	9/26/2018	Susan Burk	3/14/2008	000298	Full-time	1,000.00	~	10	
		USMF-00002998	9/26/2018	Jae Pak	4/9/2008	000137	Full-time	1,000.00	~	10	
		USMF-00002999	9/26/2018	Soha Kamal	1/5/2008	000123	Full-time	1,000.00	~	10	
		USMF-00003000	9/26/2018	John Kane	9/8/2008	000128	Full-time	1,000.00	~	10	
		USMF-00003001	9/26/2018	Jeremy Los	8/4/2008	000552	Full-time	1,000.00	~	10	
		USMF-00003002	9/26/2018	Michael Raheem	4/21/2008	000188	Full-time	1,000.00	~	10	
		USMF-00003003	9/26/2018	Connie Vasa	9/29/2007	000284	Full-time	1,000.00	~	10	
		USMF-00003004	9/26/2018	Marc Boyer	6/27/2008	000274	Full-time	1,000.00	~	10	
		USMF-00003005	9/26/2018	Aaren Ekelund	8/4/2008	000145	Full-time	1,000.00	~	10	
		USMF-00003006	9/26/2018	Michal Opravil	12/28/2007	000206	Full-time	1,000.00	~	10	

- 3. Cash process: In case Service award consider as cash award
  - a. Click on Payroll > Earnings statement processing > Generate earnings
  - b. Select the pay cycle and pay-period > Generate

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- C. Click on Payroll > Pay statement processing > Generate pay statement
- d. Select the pay cycle, pay-period & Payment date > Click on Ok

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#### e. Click on submit for payment

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- f. Pay statement.

4. Gift card process: In case the service award considers as a gift card

a. Click payroll > Setups > Parameters > HR shared parameters

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Performance														
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- b. Click payroll > Service award > Service award
- c. Click on update service award
- d. Select the record > edit > enter voucher id > check as processed.

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		~	USMF-00003454	9/26/2018	000009	Takashi Andrews	6/7/2008	000270	Full-time	USMF-002461	APFCTJKDk328723847HJ	✓	10	<ul> <li>✓</li> </ul>	
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			USMF-00003456	9/26/2018	000017	June Low	4/1/2013	000321	Full-time	USMF-002463		✓	5		
			USMF-00003457	9/26/2018	000019	Emil Karafezov	11/17/2007	000328	Full-time	USMF-002464		✓	10		
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			USMF-00003462	9/26/2018	000066	Soha Kamal	1/5/2008	000123	Full-time	USMF-002469		✓	10		
			USMF-00003463	9/26/2018	000067	John Kane	9/8/2008	000128	Full-time	USMF-002470		$\checkmark$	10		
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