



Service Award

MICROSOFT DYNAMICS D365 FOR OPERATIONS AND FINANCE

USER MANUAL

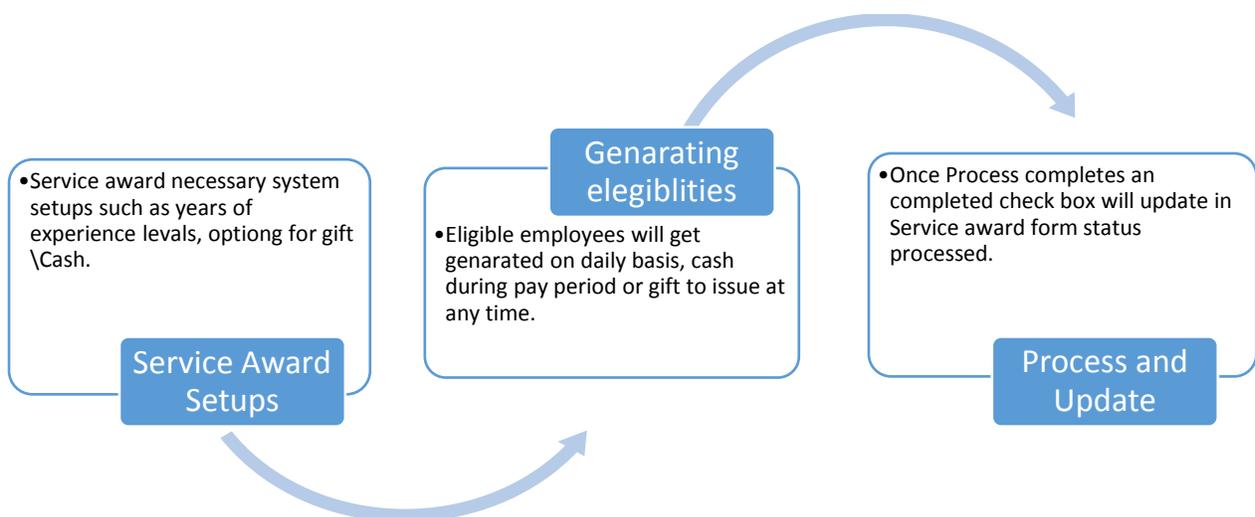
CEM Business Solutions

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Module Overview

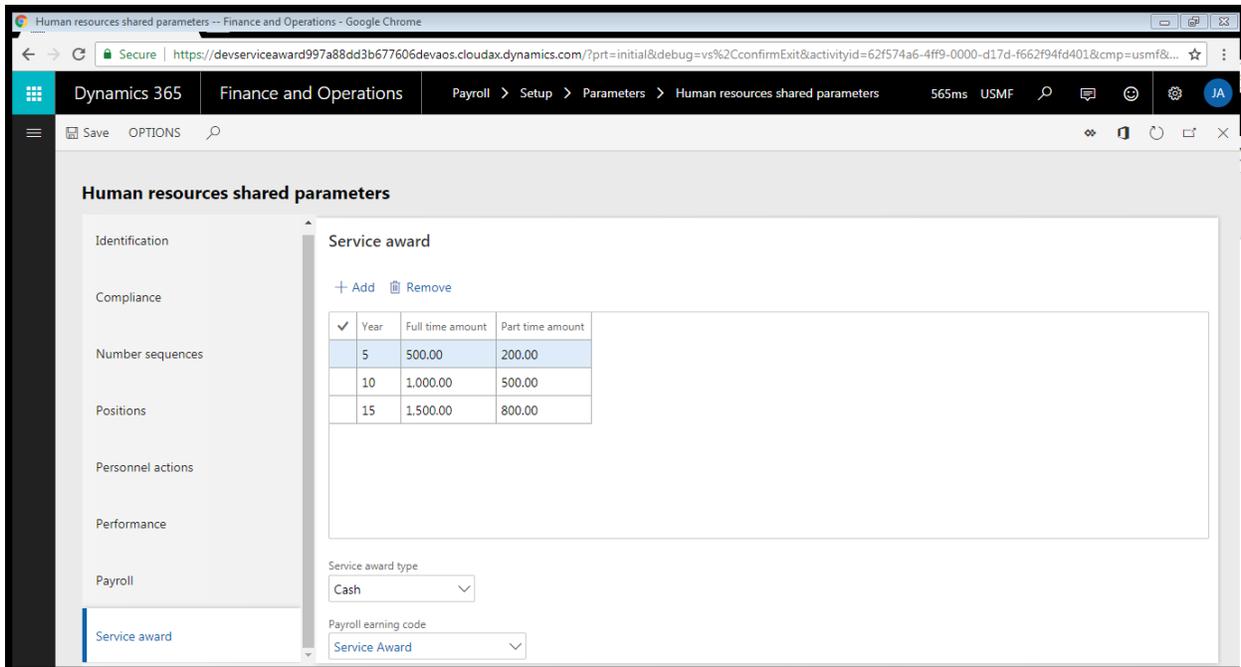
- ✚ There is no doubt that employees are the most valued asset of any organization and the ones responsible for its continued success. Employer should value the dedication and loyalty of their employees and celebrate their contributions and achievements.
- ✚ Recognition gifts are awarded to employees 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 Or 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 & part-time employees.
- c. Configure for a gift card kind or Cash award.
- d. Enter the earning code for payroll in case of opting for cash.



2. Service award eligibility

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

Service award employee detail updated successfully.

| 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

Earnings statement header

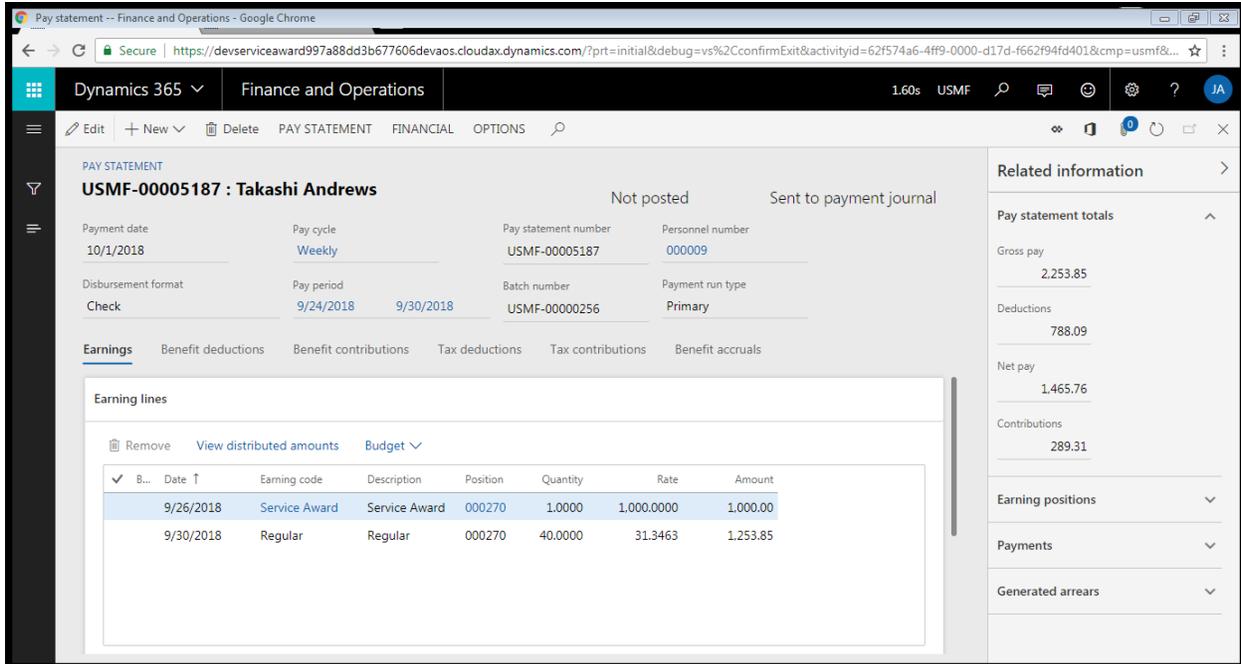
USMF-00005205 : 000009 - Takashi Andrews

Earnings statement lines

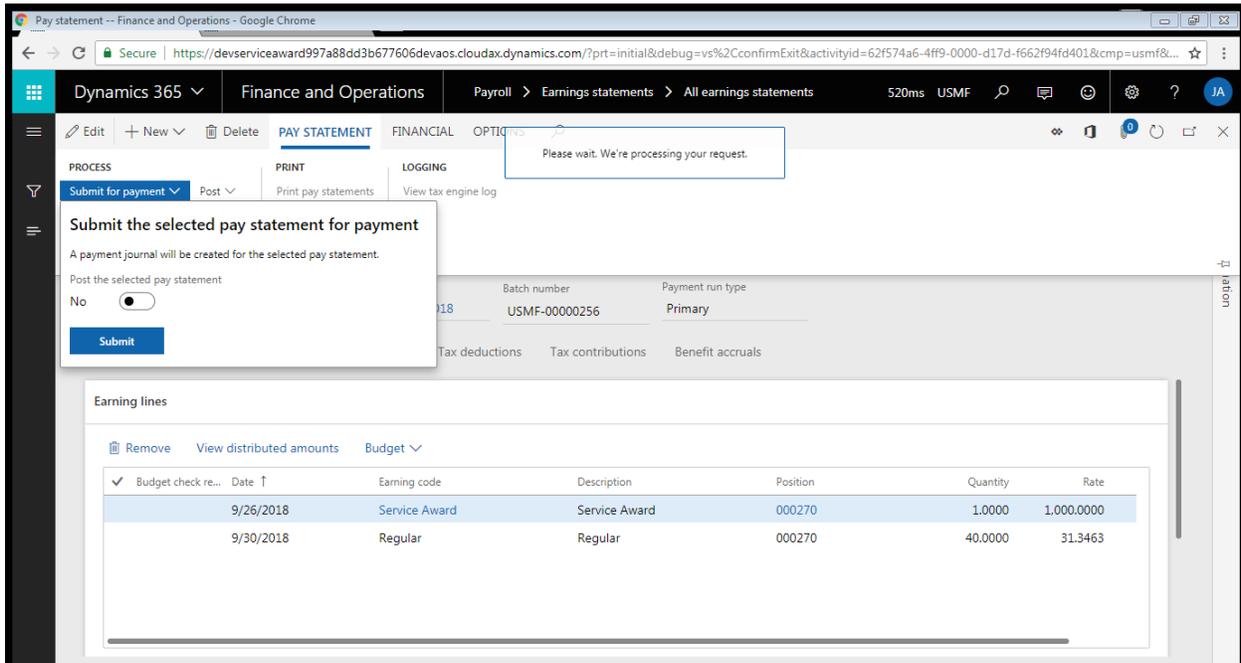
| Earnings date | Position | Tax region | Earning code | Description | Quantity | Unit type | Rate | Amount | Payment status |
|---------------|----------|------------|---------------|---------------|----------|-----------|------------|----------|----------------|
| 9/26/2018 | 000270 | ID - Boise | Service Award | Service Award | 1.0000 | Each | 1,000.0000 | 1,000.00 | None |
| 9/30/2018 | 000270 | ID - Boise | Regular | Regular | 40.0000 | Hours | 31.3463 | 1,253.85 | None |

Line details

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



- e. Click on submit for payment



f. Pay statement.

Print checks -- Finance and Operations

Secure | <https://devserviceaward997a88dd3b677606devaos.cloudax.dynamics>

Dynamics 365 Finance and Operations

OPTIONS

Go to Find Zoom Export

Contoso Entertainment System USA
123 Coffee Street
Suite 300
Redmond, WA 98052

Payroll account - USD
123 Main St
Redmond, WA 98052
USA

2358

October 01 2018 **USD 1,465.76*****

PAY *** One Thousand Four Hundred Sixty Five and 76/100 US Dollar

TO THE **Takashi Andrews**

ORDER 2218 127th St
OF Renton, WA 98115
USA

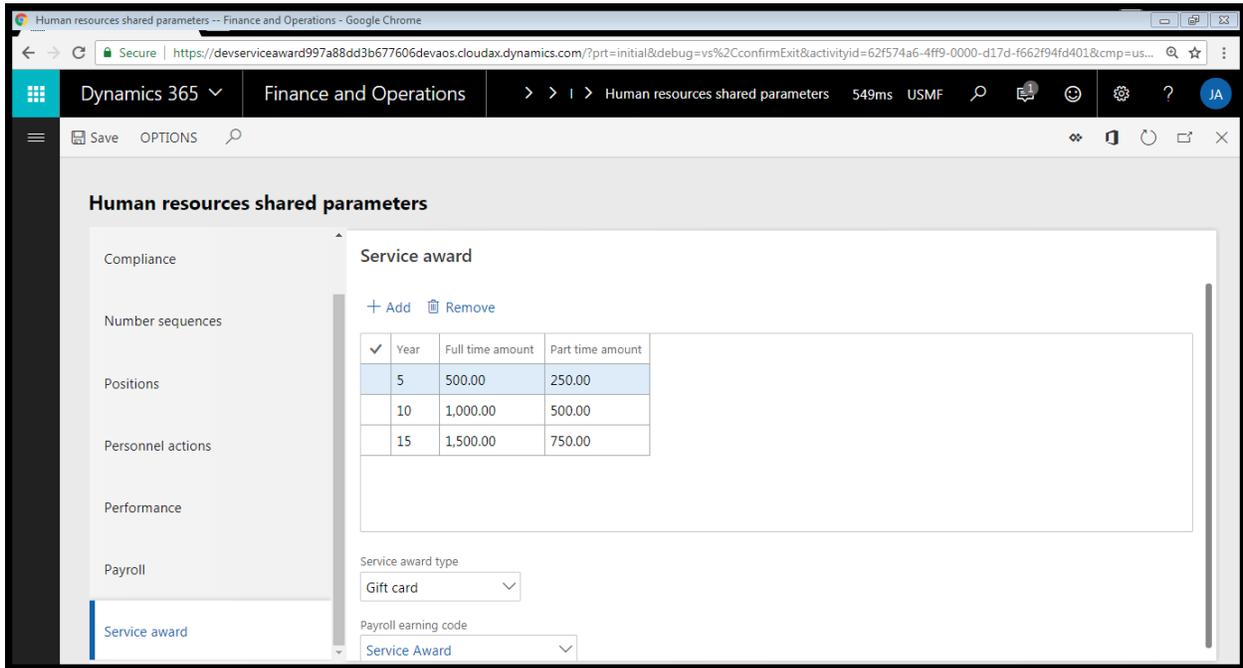
Contoso Entertainment System USA
123 Coffee Street
Suite 300
Redmond, WA 98052
USA

| Pay period | 9/24/2018 to 9/30/2018 | Worker | 000009 | Name | Takashi Andrews | | |
|----------------|------------------------|--------------|-----------------|-----------------|---------------------------------|----------------|---------------|
| Payment number | 2358 | Payment date | 10/1/2018 | | | | |
| Earnings | Hours or pieces | Rate | Current | YTD | Benefit and tax deductions | Current | YTD |
| Regular | 40.0000 | 31.3463 | 1,253.85 | 1,253.85 | 401(k) plan | 62.69 | 62.69 |
| Service Award | | | 1,000.00 | 1,000.00 | Federal Income Tax | 398.98 | 398.98 |
| | | | | | FICA | 139.74 | 139.74 |
| | | | | | Idaho State Tax | 154.00 | 154.00 |
| | | | | | Medicare | 32.68 | 32.68 |
| | Gross pay | | 2,253.85 | 2,253.85 | Total benefit deductions | 62.69 | 62.69 |
| | Net pay | | 1,465.76 | 1,465.76 | Total tax deductions | 725.40 | 725.40 |
| | | | | | Employer contributions | Current | YTD |
| | | | | | 401(k) plan | 47.02 | 47.02 |
| | | | | | Total contributions | 47.02 | 47.02 |

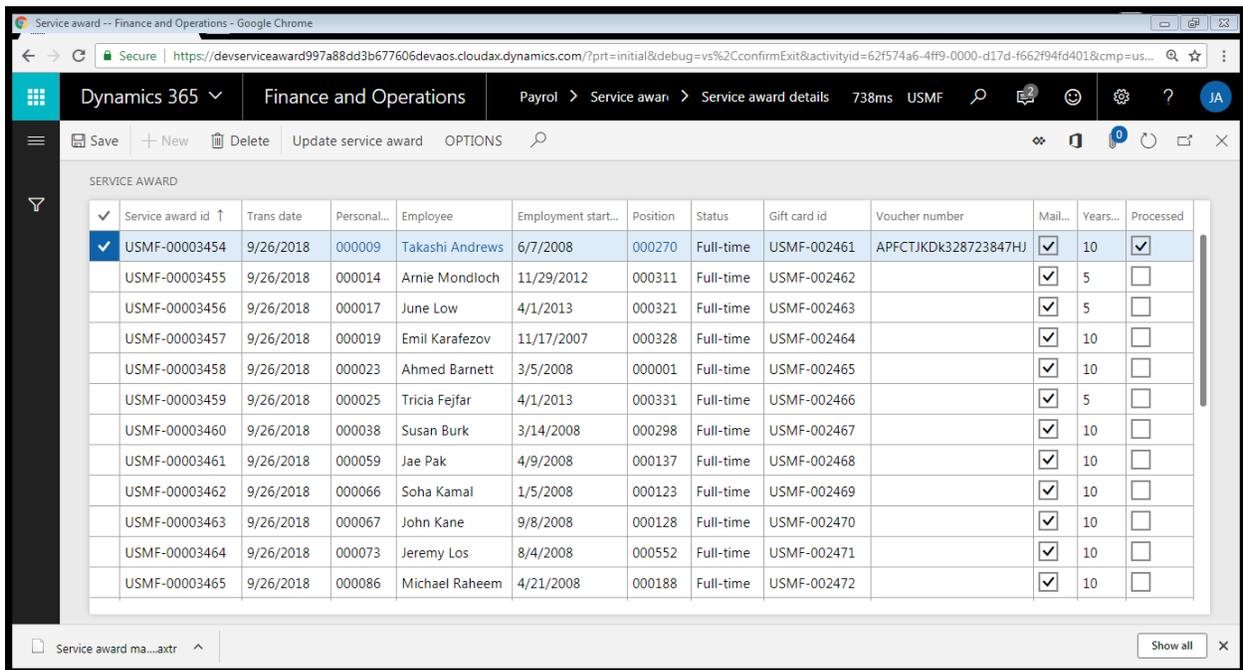
Payment number 2358 Payment date 10/1/2018 Name Takashi Andrews

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

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



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



Disclaimer

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