Lump Sum Award On-line Approval Form User Guide

The link to the Lump Sum Award Approval Form is: https://hrforms.reading.ac.uk.

This will take you to the single sign-on page and you will be prompted to enter your University username and password. You will then be directed to the HR Forms page and you will see the "Welcome" page.

How to create a nomination

To nominate someone for a Lump Sum Award, click on "Add New".

This will open up a new nomination form for you and you will see that the first section is already completed with your details.

NEW LUMP SUM AWARD FORM

Home

NOTE: all fields marked with * are required.

NOMINATOR

Full Name: *

Claire Eckett

Email: *

c.e.eckett@reading.ac.uk

School/Service: *

Human Resources

Department: *

HR Operations

Unit:

To select the member of staff you wish to nominate, click on the "Search" button under the "Username" field. This will open up a search box. Type in the surname and click on "Search". Select the person you wish to nominate from the list of staff and click on "Ok".

NOMINEE

Username : *

Search

Employee number: *

Full Name: *

School/Service: *

Department: *

Email : *

Job family: *

Please choose...

Job title: *

Please choose...

Search Staff

Please enter the surname of the member of staff you would like to find and then select the result required

Surname:

Search

Staff No	Full Name	Email	Department

Total Items: 1

Cancel   Ok

Their details will then be populated in the nomination form. Select the appropriate job family and job title from the drop-down list. This is because some members of staff have more than one job at the University, working in different Schools.

AWARD DETAILS

Value of the award: *

£ [   ]

Please indicate the professional behaviour demonstrated in this submission: *

- ○ Achieving Results
- ○ Demonstrating Excellence
- ○ Embracing & Enabling Change
- ○ Working Together
- ○ Developing Self & Others
- ○ Finding Innovative Solutions

Subject: * (This is similar to the subject line on an e-mail and should succinctly capture the reason for the award.)

[   ]

Enter the value of the award you wish to make and select the professional behaviour that has been demonstrated. You can only select one. Enter a brief title for the award and then enter the reason for the award. This will be seen by the Head of School/Function authorising the award and this text will appear in the e-mail to the individual notifying them of the award.
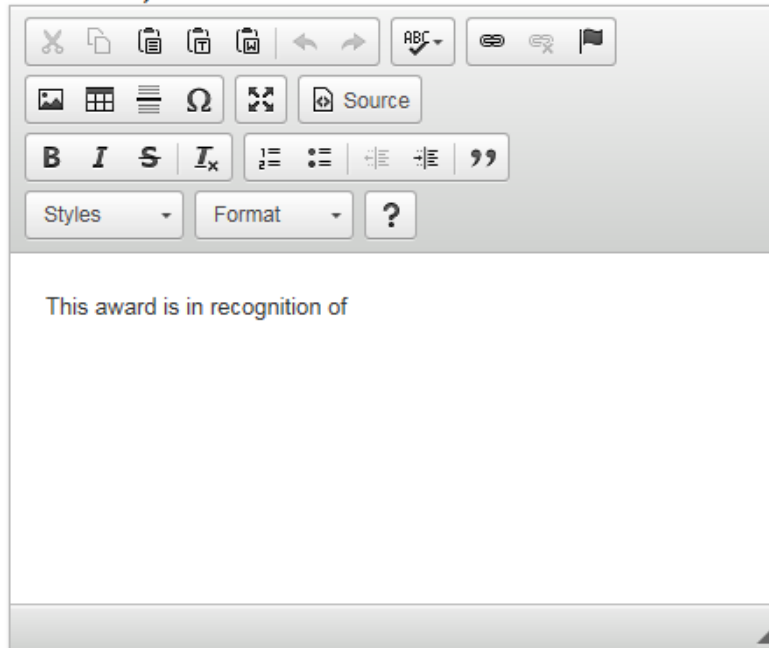
Please write the case for the award in the "Justification" box. This information will be seen by the Head of School/Function. You should detail the reasons why you are making this nomination.

The next box is for the personal message to the individual who will receive the award. You should not just copy and paste the information from the "Justification" box. You should think carefully about what you put in this section, as if you were writing a letter to the individual. Any information you put in this section will appear exactly as written in the e-mail to the individual.

Justification: * (Please provide a justification for this award to the Head of School/Function)

Personal Message to the Recipient: * (The information in this box will appear exactly as written in correspondence to the individual.)

This award is in recognition of

You can either save this and return to it at a later time, or submit it. If you save it, you will see confirmation that your form has been saved and a button to return to the Home page. You will also receive an e-mail confirmation that your form has been saved as draft, but not submitted, with a link so you can easily return to your form at a later date. On the Home page you can see a list of all the nominations you've submitted and their status. To return to a form, click on "Edit" beside the correct ID number.

Once the form has been submitted, you will see the Confirmation page and an e-mail will be sent to the Head of School/Function advising them that there is an award awaiting their approval.

Confirmation

Your application has been submitted.

Home

Instructions for Heads of School/Function

You will receive an e-mail notifying you that there is an award awaiting your approval.

Thu 20/04/2017 14:28

hrapprovals@reading.ac.uk

Lump Sum Award Request - Approval Request

To c.e.eckett@reading.ac.uk

Lump Sum Award request for XXXXXX, Reference no.XX:

A Lump Sum Award request has been submitted and awaiting your approval. Please use the link provided below to approve the request:

https://hrforms.reading.ac.uk:80/Admin/ApplicationDetails/ReferenceNo.

Regards
Human Resources

You have 2 options:

1. Approve the award and forward it to HR to be processed for payment
2. Reject the award. If you wish to modify anything about the award e.g. the amount, you will need to reject the award. You will be prompted to input comments/reasons for rejecting the award. The nominator will be notified and they will have to submit a new nomination, taking into account any changes required.

Approvers Section

HoS / HoF approval : John Brady

Comments:

[Reject] [Approve]

Head of School / Function Approval Status: Awaiting Approval

If the award is for less than £1,500, the form will be submitted to the HR Manager (Reward & Benefits) for checking. If the award is for more than £1,500, the form will be submitted to the Director of HR for approval before onward submission to the HR Manager (Reward & Benefits).

Awards will be processed for payment in the next available payroll run.