

There are two elements to the Reward and Recognition scheme:

- **The Recognition Scheme:** one-off payment of £200 gross, made at any time of the year, to recognise a one-off contribution or high performance by an individual or team.
- **Awards for Excellence:** either a recurrent or non-recurrent increment, awarded from 1 August, to recognise exceptional contribution over the preceding calendar year.

Full details of the scheme are available at <https://hr.admin.ox.ac.uk/reward-and-recognition-scheme>

### 1. Notification to Payroll

#### The Recognition Scheme

In line with other one-off payments, payments awarded under the Recognition Scheme are paid by Payroll following receipt of a notification form. The form is available from the Reward Team website (see link above).

#### Awards for Excellence

Non-recurrent awards must be paid directly by Payroll following receipt of a request form. The form is available from the Reward Team website (see link above).

Recurrent awards are paid by directly updating the scale point on the employee's appointment.

### 2. Recurrent Excellence awards – update scale point on PeopleXD

Follow the **Make a pay change** section of the [Make appointment and pay changes](#) guide to update the scale point. Please note the field values specific to the Excellence awards:

Field Name (* mandatory)	Description
<b>Effective Date *</b>	Enter the date as 1 August of the relevant year.
<b>Point *</b>	Update the point to reflect the addition of one recurrent increment (ie increase the point by one)
<b>Reason *</b>	Select <b>Excellence Scheme Award</b> .

Upon completing the pay change, proceed with the next steps outlined in the **Next steps post pay change** section of the [Make appointment and pay changes](#) guide.

### 3. Record nomination details

**All** nomination information must be recorded in the HR system to enable comprehensive local and central reporting and analysis. It is essential that the nomination details are recorded against the correct appointment, including where the relevant appointment has since ended.

Follow the **Add a new UDF** section of the [Add and manage UDFs \(user defined fields\)](#) guide to navigate to the right appointment and section of the staff record.



**Note \*** If an employee is awarded a Recognition payment after being nominated under the Awards for Excellence scheme, this should be recorded in the '**Appt:R&R Awards for Excellence**' UDF type. Do not record anything in the '**R&R Recognition Scheme**' UDF.

Select UDF Type: **Appt:R&R Recognition Scheme** (£200 one-off payment)

Update the fields as outlined below:

Field name (* mandatory)	Description
<b>From Date *</b>	Select 1 January of the year in which the payment will be made. This date is used for central HR reporting purposes.
<b>To Date</b>	Leave blank.
<b>Date of nomination *</b>	Select the date the nomination was made. Reminder: Only two nominations can be made in a year.
<b>Award made? *</b>	Select as appropriate, <b>Yes/No</b> (If <b>Yes</b> , the ' <b>Type of recognition</b> ' field must be updated.)
<b>Type of recognition</b>	Select team or individual as appropriate (Note, payment is the same for both but recording the nature of the recognition is needed for central analysis)
<b>Comments</b>	Enter as required.

Select UDF Type: **Appt:R&R Awards for Excellence**

Update the fields as outlined below:

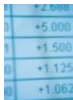
Field name (* mandatory)	Description
<b>From Date *</b>	Select 1 January of the year in which the payment will be made.
<b>To Date</b>	Leave blank.
<b>Date of nomination *</b>	Select the date the nomination was made. If this is not known, enter 1 January of the calendar year in which the payment will be made
<b>Management or self? *</b>	Select as appropriate.
<b>Type of nomination *</b>	Select as appropriate.

<b>Panel outcome *</b>	Select as appropriate, must match what is paid out.
<b>Appeal submitted?</b>	Complete only if a formal appeal is submitted.
<b>Appeal outcome</b>	Complete only if a formal appeal is submitted (select as appropriate).



**Note \*** A new record should be created each time the employee receives or makes a nomination under the Reward and Recognition scheme. If creating a new record you must add an end date to the existing/ previous record following the guidance in the [Add and manage UDFs \(user defined fields\)](#) guide.

**Useful Reports:**



[PERDEP11 R&R Scheme Eligibility](#) – to assist in identifying those staff who are eligible for consideration under the scheme.

[PERDEP47 R&R Scheme Monitoring](#) – to check data has been entered as expected.