

Processing Non-Base Awards

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Types of Non-Base Awards

There are several different ways to process non-base and nonmonetary awards for individuals and team celebrations. This job aid identifies the different methods that can be used, with instructions on how to process the paperwork to ensure that the award is charged to the correct organization. The three types of non-base awards addressed in this job aid are:

1. Team Celebrations
2. Nonmonetary Awards
3. Spot Awards

IMPORTANT! Non-Base Awards **must** meet the requirements outlined in the [Compensation Manual, Chapter 3: Compensation Changes and Non-base Compensation Awards](#). Review the Compensation Manual **prior** to awarding any non-base compensation awards. **Failure to comply with the provisions can result in personal expenses, unallowable costs and/or additional employee taxes.**

Sandia is a multiprogram laboratory operated by Sandia Corporation, a Lockheed Martin Company, for the United States Department of Energy's National Nuclear Security Administration under Contract DE-AC04-94AL85000.

Definitions and Processes for Awards

- Team Celebrations, Nonmonetary Awards, and Spot Awards (Special Recognition Award [SRA] or Sandia Award For Excellence [SAFE]) are charged to the Center's non-base compensation fund (Project 10000/Task 179) using the allowable forms of payment outlined in this job aid.
- Nonmonetary Awards and Spot Awards are for Sandia employees **only**, including regular employees, limited term employees, and students. Sandia contractors may not receive Nonmonetary Awards or Spot Awards, except as part of a team celebration.
- If the individual processing Team Celebrations or Nonmonetary Awards transactions is **NOT** in the organization that is supposed to be charged, then a [Non-Base Spend Plan Transfer form \(SF9212-NSA\)](#) **must** be processed to transfer funds or that individual's organization will be charged.
- Anniversary celebrations (25 years and above) and retirements should **NOT** be charged to Team Celebrations, but should be charged to the Center's Division Support or Indirect project and task. Retirements are charged to a project number given to them for use by the Benefits organization.

Team Celebrations

- Team Celebrations are events intended to recognize teams for significant team accomplishments.
- A Team Celebration event is usually in the form of a luncheon or dinner given to members of a team and can include nonmonetary awards (e.g., cups, caps, jackets).
- Sandia employees, contractors, and guests of team members may attend a Team Celebration event and receive merchandise (e.g., cups, caps, jackets) that is given as part of the event. **However, the cost of a Team Celebration must not exceed \$40 per Sandia Employee.**
- Team Celebrations **must** meet the criteria outlined in the [Compensation Manual](#).

Nonmonetary Awards

- Nonmonetary awards in the form of merchandise can be provided to Sandia employees (Sandia regular employees, limited term employees and students) to recognize individual or team accomplishments in the workplace.
- A Nonmonetary Award is usually in the form of merchandise such as non-refundable gift certificates, plaques, movie tickets, caps, etc.
- Organizations often refer to Nonmonetary Awards as "Thank You" awards, Individual Recognition Awards, or other reward designators.
- Contractors may **only** be given Nonmonetary Awards as part of the team celebration event.
- Nonmonetary Awards **must** meet the criteria outlined in the [Compensation Manual](#).

Allowable Forms of Payment for Team Celebrations / Nonmonetary Awards

Use the table below to determine the appropriate form of payment:

IF the cost is for ...	THEN ...	AND ...	IMPORTANT NOTES
movie tickets, entertainment, mementos, etc. (no food)	use a Corporate Travel Card	submit an Employee's Expense Voucher (SF4601-B).	<ul style="list-style-type: none"> Charging org will be based on the org of the individual submitting the voucher. If a different org should be charged, then submit a Non-Base Spend Plan Transfer form (SF9212-NSA). Charge Project 10000/Task 179. <p>- OR -</p>
	submit a Check Request (SF9514-CR)	send to Accounts Payable, MS1383, for processing.	<ul style="list-style-type: none"> Charging org should be the org providing the funds. Charge Project 10000/Task 179.
	- OR -	use a Procurement Card (P-Card)	<ul style="list-style-type: none"> Charging org will default to P-Card holder's org. Charging org can be changed to a different org if appropriate. Charge Project 10000/Task 179.
food / catering	use Just-In-Time (JIT)	submit a JIT Purchase Order (PO) either electronically or by calling the JIT vendor.	<ul style="list-style-type: none"> Sandia's JIT catering services must be used. Charging org is the individual's org that is providing the funds for the event. Inform the JIT vendor specifically which org(s) to charge, and the amount to charge if more than one org is hosting the event. Charge Project 10000/Task 179. <p>- OR -</p>
	use a Corporate Travel Card	submit an Employee's Expense Voucher (SF4601-B).	<ul style="list-style-type: none"> Charging org will be based on the org of the individual submitting the voucher. If a different org should be charged, then submit a Non-Base Spend Plan Transfer form (SF9212-NSA). Charge Project 10000/Task 179.
anniversary celebrations (25 years and above) and retirements	charge the Center's Division Support or Indirect project	n/a	Do NOT charge Project 10000/Task 179.

Spot Awards

- A Spot Award (SRA or SAFE) is a lump-sum cash award (non-base) given to Sandia employees **only** (regular, limited term, or students) to recognize significant
 - ◆ short-term efforts; e.g., meeting project milestones, or
 - ◆ accomplishments with broad impact; e.g., completing major projects (usually spanning departments and/or centers).
- Managers, or their delegates, originate and/or approve the Spot Awards electronically.
- Recipients of the Spot Award accept the award electronically.

Originating/Accepting Spot Awards

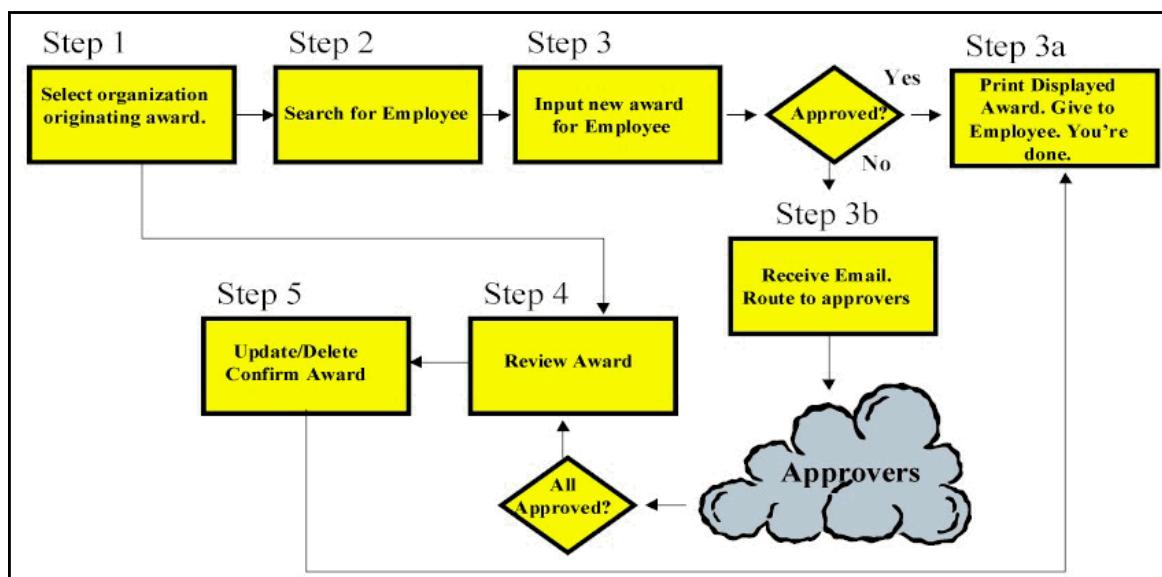
This section provides detailed instructions on originating and accepting Spot Awards.

NOTES:

- Administrators of non-base funds can view awards in process but not yet accepted, and awards accepted but not yet paid.
- Recipients of the Spot Awards can
 - contribute a portion of the Spot Award to their 401K using the NBA 401K Designator under the Payroll and Compensation area of the [HR Self-Service](#).
 - accept the award, and
 - print a certificate.
- Once the recipient has accepted the award, the award amount will be included in the next payroll run.
- All Spot Awards are recognized as supplemental wages, and are therefore taxed at supplemental rates for Federal and State taxes.

The following graphic depicts the "Process Overview/Tutorial" for originating/reviewing/approving an Electronic Spot Award.

NOTE: Once you access the application, click **Process Overview/Tutorial** and click on the boxes/shapes for additional information.



Originating a Spot Award (Managers and/or Delegates)

Complete the following steps to originate a **new** Spot Award:

NOTE: Managers and/or their delegates are the **only** individuals that can originate Spot Awards.

Step	Action
1	<p>Access the Spot Award application; i.e.,</p> <ul style="list-style-type: none"> enter spot award in the "Search Sandia" field (top right corner) and press Enter. The "SearchPoint" page displays. click Originate Spot Awards in the "Best Bets" box. The "Electronic Spot Awards–Welcome" page displays.
2	<ul style="list-style-type: none"> Log in using your Sandia userID and Kerberos password. Select the appropriate organization, if necessary. <p>NOTES:</p> <ul style="list-style-type: none"> More than one organization will be listed if the individual that logged on to the application is assigned to multiple organizations. <ul style="list-style-type: none"> If the particular organization for which you want to create a Spot Award is not listed, contact the manager of that organization to set you up as a Spot Awards Originator using the "Roles and Delegations Application (RDA)" on the web. If you are a manager who does not have an organization listed, contact the Corporate Computing Help Desk (CCHD) at 845-2243 or use the link at the bottom of the Welcome screen. Click Help Information and/or Process Overview/Tutorial for additional information. 
3	<ul style="list-style-type: none"> Click Submit. The "Review Open Awards/Initiate New Award" screen displays.
4	Click on the Employee Name . The "Input Spot Award" screen displays.

5 • Complete the following mandatory fields:

- ◆ **Associated Project/Assignment.**
- ◆ **Brief reason for award.**
- ◆ **Funds Contributed by Amount** for the originating organization.
- ◆ **Funds Contributed by Org and Amount** for other organization(s) if necessary.

Step by Step Instructions **Electronic Spot Awards** **Help Information**

[Return to Review Open Awards](#)

Input Spot Award

Name:	KNEWITZ,DEBORAH	Emplid:	123454789	Organization:	10502
Associated Project/Assignment (50 Characters or less): <input type="text"/>					
Brief reason for award. Exclude references to classified data. (250 characters or less): <input type="text"/>					
Funds Contributed by: Org: <input type="text"/> Amount: <input type="text"/> Approved: <input type="checkbox"/>			Important Notes: APPROVAL IS REQUIRED BEFORE SPOT AWARDS CAN BE PROCESSED <small>If your organization's policy requires notification/approval beyond your level, do NOT check the "Approved" box. An email message will be sent to you as a reminder to complete your notification/approval process (if necessary).</small> <small>If notification/approval has already been received, you may check the "Approved" box(s), retain the documentation of approval, print the certificate and present it to the employee receiving the Spot Award.</small> <small>The employee must log into the Spot Award application to make their withholding choices.</small> <small>When the employee has made their withholding choices and pressed "Accept Award", their award will be processed - no further action is necessary.</small>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>					

Use the following table to determine your next step:

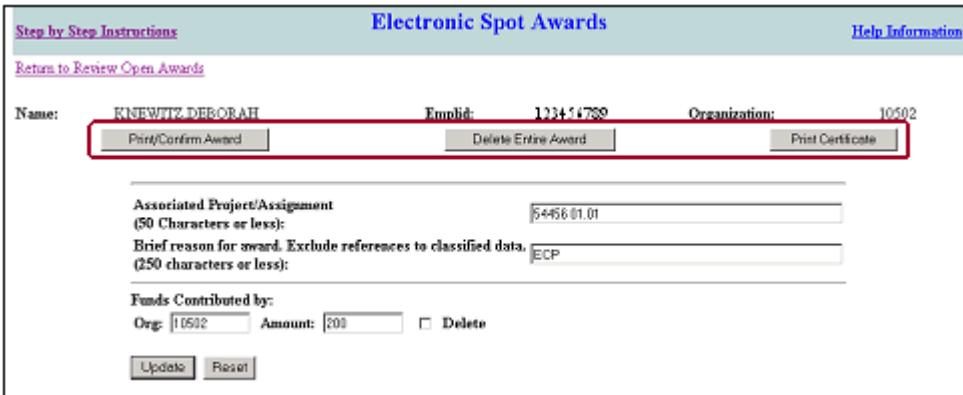
IF ...	THEN ...
no other organization is contributing funds and the originator has approval authority	<ul style="list-style-type: none"> • check the Approved box. • click Submit. • click Confirm/Print Award. • click OK when the confirmation message displays. <p>NOTE: An email notification is automatically sent to the originator and manager of record of each contributing organization confirming the action and outlining further action if changes are necessary.</p>
approval has already been obtained from all contributing organizations	
no other organization is contributing funds but another approval is required	<p>click Submit.</p> <p>NOTE: An email notification is automatically sent to the originator for further action.</p>
another organization is contributing funds and approval has not been obtained	

NOTE: Once the required approval(s) is received, refer to the "[Confirming/Deleting/Updating a Spot Award \(for Managers and/or Delegates\)](#)" section.

6 Return to the "Review Open Awards" screen to originate another award and repeat Steps 2-5, **or** exit the application.

Confirming/Deleting/Updating a Spot Award (Managers and/or Delegates)

The **originator** of the Spot Award **must** complete the following steps to confirm, delete or update a Spot Award **AFTER** receiving responses from all individuals involved; i.e., email notifications returned:

Step	Action								
1	<ul style="list-style-type: none"> Access the Spot Award application. Select the appropriate organization, if necessary. <p>NOTE: Refer to Step 1 on page 4 for accessing instructions if necessary.</p> <ul style="list-style-type: none"> Click Submit. The "Review Open Awards" screen displays. 								
2	<p>Click the appropriate Name in the "Review Open Awards" section. The following screen displays:</p> 								
3	<p>Use the following table to approve (confirm), delete, or update the award:</p> <table border="1"> <thead> <tr> <th>IF you want to ...</th> <th>THEN ...</th> </tr> </thead> <tbody> <tr> <td>approve the award as is</td> <td> <ul style="list-style-type: none"> click Print/Confirm Award. click OK when the confirmation message displays. go to Step 4. </td></tr> <tr> <td>delete the entire award</td> <td> <p>click Delete Entire Award.</p> <p>NOTE: An email notification confirming the transaction will be sent to the manager of record for each contributing organization.</p> </td></tr> <tr> <td>update the award</td> <td> <ul style="list-style-type: none"> click Delete Entire Award. re-submit the award by completing the steps in the "Originating a Spot Award (Managers and/or Delegates)" section. </td></tr> </tbody> </table>	IF you want to ...	THEN ...	approve the award as is	<ul style="list-style-type: none"> click Print/Confirm Award. click OK when the confirmation message displays. go to Step 4. 	delete the entire award	<p>click Delete Entire Award.</p> <p>NOTE: An email notification confirming the transaction will be sent to the manager of record for each contributing organization.</p>	update the award	<ul style="list-style-type: none"> click Delete Entire Award. re-submit the award by completing the steps in the "Originating a Spot Award (Managers and/or Delegates)" section.
IF you want to ...	THEN ...								
approve the award as is	<ul style="list-style-type: none"> click Print/Confirm Award. click OK when the confirmation message displays. go to Step 4. 								
delete the entire award	<p>click Delete Entire Award.</p> <p>NOTE: An email notification confirming the transaction will be sent to the manager of record for each contributing organization.</p>								
update the award	<ul style="list-style-type: none"> click Delete Entire Award. re-submit the award by completing the steps in the "Originating a Spot Award (Managers and/or Delegates)" section. 								
4	<p>Print the award notification and/or certification and present it to the employee.</p> <p>NOTE: The employee must then electronically accept the award. Refer to the "Processing a Spot Award (Recipient)" section.</p>								
5	Click Return to Review Open Awards to process a different award and repeat Steps 2-4, or exit the application.								

NOTE: Initiated awards will remain on the web until they are either deleted or accepted for payment.

Processing a Spot Award (Recipient)

Employees receiving the Spot Award should complete the following steps to view and accept the award electronically:

Step	Action
1	Access the Spot Award application; i.e., <ul style="list-style-type: none"> enter spot award in the "Search Sandia" field (top right corner) and press Enter. The "SearchPoint" page displays. click Accept Spot Awards in the "Best Bets" box. The "Electronic Spot Awards" page displays.
2	<ul style="list-style-type: none"> Log in using your Sandia userID and Kerberos password. Click Non Base Award Withholding Designator.  <ul style="list-style-type: none"> Select the appropriate 401K contribution for the Spot Award on the HR-Self Service window, NBA 401K designator, that displays; i.e., select <ul style="list-style-type: none"> Normal Contribution if you want monies deducted from the Spot Award based on your defined setup for 401K contributions. No Contribution if you do not want monies deducted for 401K contributions from the Spot Award. Click the browser's Back button to return to the "Employee Award Review of Unprocessed Spot Awards" screen.
3	<ul style="list-style-type: none"> Click Accept Award. The "Congratulations!" screen displays: Scroll down and follow the instructions to print the award for your records if desired. Click Close Window at the bottom of the screen. <p>NOTE: No further action is required on your part. The award amount will be included in the next payroll run.</p>
4	Exit the application to return to the Sandia Techweb page.

Contact

If you have questions/comments regarding the:

- [policy for base and nonbase compensation](#), contact [Carol Kyle](#), 284-6559.
- process for Spot Award payments, contact [Francine Barker](#), 844-7203, or call the Payroll Help Line, 844-2848.
- process for Corporate Travel Cards, contact [Darlene Rutan](#), 844-3692, or [Tia Reid](#), 844-3243.
- process for Procurement Cards, contact [Fabian Aragon](#), 284-8136.