

This job aid details how to nominate an active employee for an Impact Argonne Award and includes additional steps for cross-divisional funding required by the HR Executive (Manager Only) and the ALD Partner.

Process for Nominator (if Nominator IS NOT a Manager)

Any employee may complete an ANL-1253 Form (Impact Argonne Award Nomination Rationale) and share it with their manager to review and advance the nomination through this Workday process. (Submission of an Impact Argonne Award Nomination in Workday is limited to Manager and Supervisor level employees.). Follow steps **1.** thru **5.** below.

Any contingent worker interested in submitting a nomination should contact their manager to get the ANL-1253 Form (Impact Argonne Award Nomination Rationale) and then follow steps **4.** and **5.** below.

1. From your Workday home page, access the Impact Argonne nomination screen:
 - a. Under *Applications*, click on the **Impact Argonne** icon

2. On the *Impact Argonne* screen under *Impact Argonne Process*, click on **Impact Argonne Nomination Form**

3. Click **Download** to download the ANL-1253 Form (Impact Argonne Award Nomination Rationale)
 4. Complete the form
 5. Send form electronically to your manager via Outlook email
- Process is now complete for Nominator

Process for Nominator (if Nominator IS a Manager)

1. From your Workday home page, access the Impact Argonne nomination screen:
 - a. Under *Applications*, click on the **Impact Argonne** icon

2. On the *Impact Argonne* screen under *Impact Argonne Process*, click on **Impact Argonne Nomination Form**
3. Click **Download** to download the ANL-1253 Form (Impact Argonne Award Nomination Rationale)
4. Complete and save the form
5. On the *Impact Argonne* screen under *Tasks*, click on **Nominate Worker for Impact Argonne Award**
6. On the *Request One-Time Payment* screen, enter:

- a. **Effective Date** (use today's date; this is not the payment date)
- b. **Employee** (either type in badge number or employee name)

Note: If this is a Team award, list all nominees on the same ANL-1253 Form (Impact Argonne Award Nomination Rationale) and upload that same form for each team member

7. Click **OK**

8. On the *One-Time Payment Summary* screen:

- a. Verify the **Effective Date** is correct
- b. Click the Pencil icon  , then click on the three bars in the box under **Reason**:

- i. Select the award criteria:
 - 1. One-Time Payment > Impact Argonne Award-specific criteria to be specified (for example, *Discovery*)
- ii. Select the correct radio button indicating whether the award is an Individual or a Team award

9. Click on the check mark icon  to confirm your entries

10. Skip the One-Time Payment section and **DO NOT CLICK the ADD button**. Award amounts are calibrated by the HR Executive (Manager only) and the Directorate Leader

11. Attach the ANL-1253 Form (Impact Argonne Award Nomination Rationale). Note: You are not able to attach a document directly from BOX.

12. Select category **Recognition**

13. Click **Submit**

Process is now complete for the Nominator

Process for HR Executive (Manager Only)

- 1. From your Workday Inbox, click on the action item entitled **One-Time Payment: (employee name - title)**
- 2. Scroll down and click on the attached nomination form to open it and review
- 3. On the *Review One-Time Payment* screen:
 - a. If the award money is coming from the nominee's ALD, click on the **Add** button under *One-Time Payment* and proceed with step 4. below
 - b. If the award money is coming from another ALD's allocation, follow these steps:

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- i. Reassign the One-Time Payment to the HRM in that ALD:
 1. Click on the gearshift icon  in the upper right corner of the screen
 2. Click **Reassign**
 3. In box under *Proposed Person*, type in the name of the HRM to whom the One-Time Payment will be reassigned
 4. In box under **Reassignment Reason*, type in reason you are reassigning the One-Time Payment
 5. Click **OK**
 6. Click **Done**
 - ii. One-Time Payment will then go to HRISA for approval to reassign to new HRM
 - iii. Once approved by HRISA, it will appear in the Workday Inbox of the new HRM, who will follow these steps:
 1. Click on task in Workday Inbox
 2. Scroll down to *Attachments* and click on the attached nomination form to review the justification for the nomination
 3. Scroll up and click on the **Add** button under *One-Time Payment*
 4. In *One-Time Payment Plan* box with red asterisk, click on the three bars and select **All Plans > Impact Argonne**
 5. In *Amount* box with red asterisk, enter the amount of the award
 6. DO NOT UNCHECK *Send to Payroll*
 7. SKIP the *Additional Information* section
 8. Scroll Down to **Project Task* and type in **Impact Argonne**
 - a. Select the correct radio button for the Directorate which will be charged (Note: Nominator's Directorate should be charged unless otherwise agreed)
 9. Under **Fund*, click on the three bars in the box, click **Funds**, and click on the radio button that automatically populates with **0500-WA-Science Primary Fund**
 10. Under **DOE Object Class*, click on the three bars in the box, click **DOE Object Class**, and click on the radio button that automatically populates with **25400**

11. Under **Additional Work-tags*, DO NOT make any changes
 12. Click **Add Approver**
 13. Click on three bars in box by *Additional Approvers* and add the ALD Partner responsible for the funds
 14. Add comment if appropriate
 15. Click **Submit**
 16. One-Time Payment action will route to Workday Inbox of the ALD Partner responsible for funds and then to the ALD Partner of the nominator for approval
4. In *One-Time Payment Plan* box with red asterisk, click on the three bars and select **All Plans > Impact Argonne**
 5. In *Amount* box with red asterisk, enter the amount of the award
 6. DO NOT UNCHECK *Send to Payroll*
 7. SKIP the *Additional Information* section
 8. Scroll Down to **Project Task* and type in **Impact Argonne**
 - a. Select the correct radio button for the Directorate which will be charged (Note: Nominator's directorate should be charged unless otherwise agreed)

9. Under **Fund*, click on the three bars in the box, click **Funds**, and click on the radio button that automatically populates with **00500-WA-Science Primary Fund**
10. Under **DOE Object Class*, click on the three bars in the box, click **DOE Object Class**, and click on the radio button that automatically populates with **25400**
11. Under **Additional Work-tags*, DO NOT make any changes
12. Click **Approve** or **Deny**

Process is now complete for HR Executive (Manager Only)

Process for ALD Partner

1. From your Workday Inbox, click on the action item entitled **One-Time Payment: (employee name – title)**
2. Under *Details to Review*, review the Employee, Reason, Payment Details, and Attachment (scroll down to bottom under *Process History* to find Attachment)
3. If you **Approve** the award, it will go to the Recognition Coordinator of Nominator to coordinate the presentation to the employee
4. If you **Send Back** the award, send it back to the HR Executive (Manager Only)

Recognition:

Impact Argonne Award

Manager
HR Executive (Manager Only)
ALD Partner
Recognition Coordinator

Note: If the award requires cross-directorate funds, it will be routed to both the funding ALD Partner and the nominator's ALD Partner for approval

Important: Due to sensitivity and funding approval, approval for the Impact Argonne Award cannot be delegated

Process is now complete for ALD Partner

6. **Click Submit ONLY after you have completed all of the above items. Once submitted, the action CANNOT be rescinded.**

7. Once submitted, the employee will receive the monetary award in their next payroll cycle

Process is now complete for Recognition Coordinator of Nominator

Process for Recognition Coordinator of Nominator

Once the ALD Partner approves the award, it will appear in your Workday Inbox; you will also receive an email notification with details of the plaque order:

1. Review the plaque order for accuracy (i.e., employee name, division)
2. Schedule the award presentation
3. Click on the action item entitled **Impact Argonne Award Coordination: One-Time Payment: (employee name - title)**
4. Add the planned presentation date of the award in the *Comments* section and click **Save for Later**
5. **After Award** has been presented to the awardee, add into the *Comments* section confirmation that the presentation has taken place