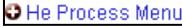
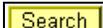
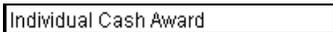


Awards Mask

1.	Click the He Process Menu link. 
2.	Click the HHS Custom Processes link. 
3.	Click the MassMask link. 
4.	Click the Employee Awards link. 
5.	Enter the desired information into the Run Control ID field. Enter a valid value, e.g. " CASHAWD ".
6.	Click the Search button. 
7.	Select the Award Type . Click the Award Type list. 
8.	Select the desired Award Type . 
9.	Enter the Effective Date of the action group. Click the Choose a date button. 
10.	Click the desired date. 
11.	Click in the *EmplID field. 
12.	Enter the desired information into the *EmplID field. Enter a valid value, e.g. " 0079 ".
13.	Press [Tab] .
14.	Enter Award Amount (hours or dollars). Enter the desired information into the *Amount field. Enter a valid value, e.g. " 300.00 ".
15.	If applicable, enter the Award Group indicator.
16.	For Time-Off Awards, enter the Earnings End Date .
17.	Click in the Remark field. 
18.	Enter remarks if applicable. This remark will be loaded as a "ZZZ" remark for cash awards. For Time-Off Awards, the remark will be a "T29". Enter the amount of hours for the award. Enter the desired information into the Remark field. Enter a valid value, e.g. " ZZZ ".

19.	<p>Click the Add a new row button to insert another employee's award information. Click the Add a new row at row 1 button.</p> 
20.	<p>Continue to repeat the process until all employees have been entered. To save time, these steps will be completed for you.</p>
21.	<p>When all the employees' data has been entered, click the Run button. Click the Run button.</p> 
22.	<p>Click the Server Name list.</p> 
23.	<p>Select the PSUNX server.</p> 
24.	<p>Click the Ok button.</p> 
25.	<p>Note the Process Instance number, located below the Run button on the Employee Awards MassMask page.</p>
26.	<p>Click the Process Monitor link.</p> 
27.	<p>Be sure the Process HE_AWARDS shows a Run Status of "Success". A Run Status of "Success" demonstrates that the process has completed. End of Procedure.</p>