

Enterprise Human Resources and Payroll

#36 - *RECRUITMENT BONUS*



Before receiving a recruitment bonus, an employee must sign a written agreement to complete a specified period of employment with the agency. The minimum allowed service period is six months.

NOTE: The Bonus is paid in a lump sum.

How should a Recruitment Bonus be processed?

The user must navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use 2 > Service Agreements

➤ Enter the following fields on the **Service Agreements Page**:

- Service Agreement Type
- Effective Date
- End Date

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The user must navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

- Insert a new row on the Data Control Page.
- Enter the following fields on the **Data Control Page**:
 - Actual Effective Date
 - Action: BON (Bonus)
 - Reason Code: REC (Recruitment Bonus)
 - NOA Code: Field is defaulted to 815
 - NOA Code - Extension: 0
 - Legal Authority: VPF

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Continued.

- Click on the Award Data link.
 - Enter the following fields:
 - Amount
 - Pay Period Amount: Field is defaulted.
 - Process Until