

## **Procedure Checklist**

This check-off sheet will take you through the steps your department will need to do on a monthly basis to manage your employee's vacation accrual changes and your department's presentation of the service award pin, Chancellor Congratulation cards and envelope.

- Review the Service Award Training PowerPoint for an overview of the program, an explanation of what is service credit, the types of service credit and the department's role and instruction in managing your program.
- On or after the 10<sup>th</sup> of the month, open PPS-DS#220 and run your department's data.
- Identify any employees with upcoming service milestones. Update your employees' vacation accrual code in PPS (the effective date is the 1<sup>st</sup> of the month in which the change occurs).
- Go to [UCD Buy](#) and select from the following catalog numbers to order the service milestone pins needed.

Service Award Pin Year	UCD Buy Catalog Number
10	20110-110
15	20110-115
20	20110-120
25	20110-125
30	20110-130
35	20110-135
40	20110-140
45	20110-145
50	20110-150

A congratulatory card with envelope from the Chancellor will be included with each pin order. You may wish to order a several month supply of pins rather than doing so on an as-needed basis. You can do this by projecting upcoming service milestones using PPS-DS#220. We ask that you not order a year's worth of pins all at once, especially if you are a large department.

- Optional:
  - Print out department congratulatory letter.
  - Order gift card.
- Present the service pin, Chancellor's congratulatory card and any additional awards your department may include, to the employee in a ceremony of your choice.