

Employee Recognition Program Employee FAQ

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1. How do I access the Employee Recognition Portal?

The Employee Recognition Portal is available through single sign-on (SSO) by going to [MyApps](#)



and clicking this logo.

You can also access it outside of your workstation at this link: Maximus.awardco.com. To [register](#), use your employee ID number as the username and your home zip code as the password. After your first login, the system will prompt you to create a new password.



2. Who is eligible for the Employee Recognition Program?

All U.S.-based employees are eligible to use the Employee Recognition Program.

3. When does the Employee Recognition Program go live?

The Employee Recognition Program is live on January 16, 2024.

4. Why would I recognize someone?

Employees may be recognized for contributions, achievements, and demonstration of corporate core values. Some examples are a job well done, extraordinary efforts, and stepping out of one's typical duties to help the team. Recognition is not to be used for birthday wishes, life events, or anything unrelated to work performance. This program is intended to foster a more collaborative and communicative work environment through timely acknowledgment of employee achievements from managers and peers.

5. How do I submit a Shoutout! recognition post?

Please review the user guide for detailed step-by-step instructions, or follow the simplified steps below.

1. Log in to the [Employee Recognition Portal](#).
2. Type the name of the person you'd like to recognize in the search bar and select **Next**.
3. Select the "Shoutout!" program.
 - a. Add the reason for the recognition.
 - b. Select an image if you'd like.
 - c. Select one or more core values.
 - d. Select if the post will be public or private, and select **Recognize**.
4. Please refer to the [Employee Social Media Policy](#) for more information about what is acceptable to post.

6. Who can see recognition posts?

All eligible employees can view recognition posts on the Employee Recognition Program's social media-like wall unless the post is private. Individual users can also set their preferences to have any recognition they receive be set to private so it will not show on the company-wide wall.

7. Will I be notified if I receive recognition?

Yes. The employee being recognized and their manager will receive email notifications from employeeerecognition@maximus.awardco.com.

8. What recognition programs are available on the platform?

"Shoutout!" is a peer-to-peer social recognition where any employee can show appreciation and recognize others for things such as a job well done, extraordinary efforts, stepping out of one's typical duties to help the team, and/or embodying core values.

"Going Above and Beyond!": is a points-based recognition program. With this program, recognition is awarded with points that employees can redeem for gift cards or items from Amazon. Employees can give points at a supervisory management level and above, and can be received by all SCA employees and NSCA employees in a salary band of 1-9. To find your salary band in Workday, navigate to your profile and select the job profile link. Select the compensation tab. The salary band is the first number of the compensation grade.



9. How much is one point worth?

One point is equal to one dollar.

10. How do I redeem points?

Please review the user guide for step-by-step instructions. Simplified instructions are listed below.

After logging into the [Employee Recognition Portal](#):

1. Select **Spend Points**.
2. Browse the store, and once you have chosen an item, select **Add to Cart**.
3. Select **View Cart**.
4. Select **Checkout**.
5. Select **Add New Address** and enter the requested information for shipping.
6. Select **Checkout: Review Order**.
7. Select **Submit Order**.

11. What can I redeem points for?

You can redeem points to purchase a wide range of items within the Employee Recognition Program catalog, such as gift cards, event tickets, and items from Amazon.

12. Can points be used in the Maximus store?

No. Points can only be redeemed through the Employee Recognition Portal store.

13. Can I buy points?

Points cannot be purchased; they can only be earned through awards.

14. Do points expire?

Points do not expire. However, you will forfeit any unused points if you leave Maximus.

15. Who can award points?

Employees with a management level of supervisor and above in Workday can award points to other employees. You can view your management level on your profile in Workday.

16. Can managers award points outside of their direct teams?

Points can be awarded from any supervisor or above to any eligible employee. It does not have to be in the direct reporting relationship.

17. What are the tax implications of redeeming points?

Rewards are considered supplemental income and are subject to taxation upon redemption. Maximus will cover the cost of all taxation on redeemed rewards. Earnings and taxes will be loaded into the employee's payroll history once per month. Both points and taxes are taxable income and will be reported on the W-2 at year-end.

18. Where do I go with technical support questions?

Reach out to AwardCo directly for technical support at 800-320-0893, email support@awardco.com, or utilize the live chat widget inside the platform.

Still have remaining questions and concerns?

maximus

- Review the [Employee Recognition Program SharePoint](#) on [My Maximus](#).
- Reach out to AwardCo directly for technical support at 800-320-0893, email support@awardco.com, or utilize the live chat widget inside the platform.