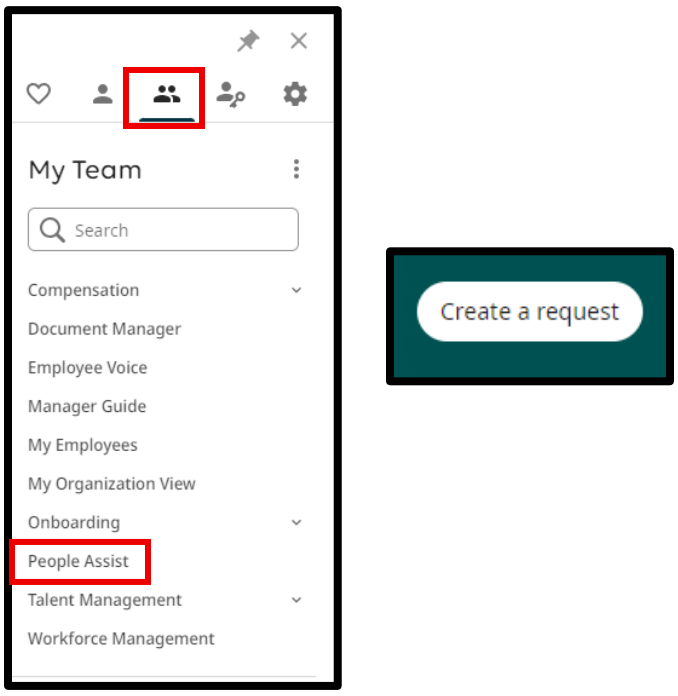
Spot Bonus Form (For Manager Use ONLY)

1. Navigate to the “My Team” icon.

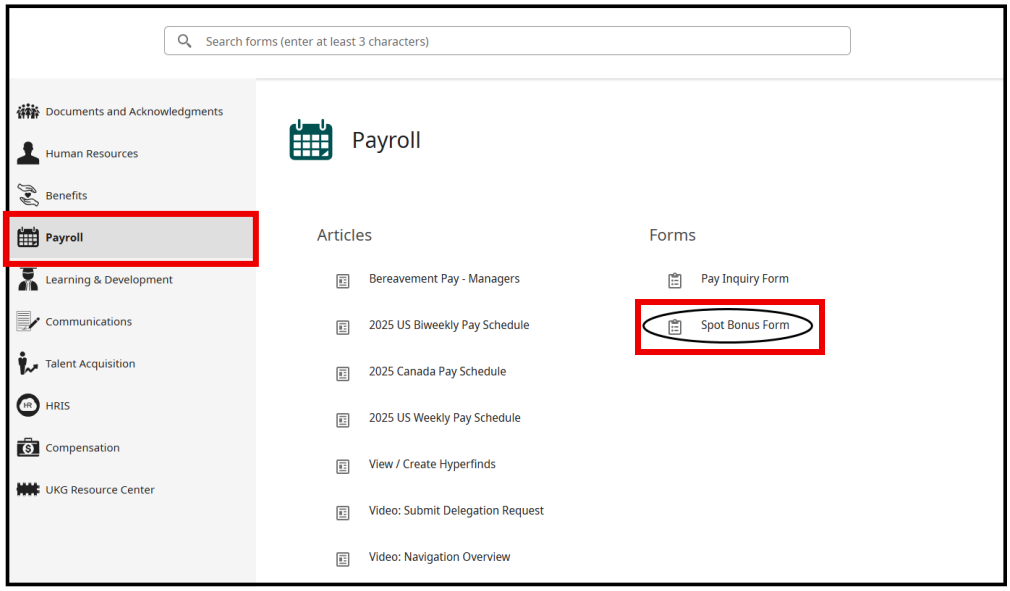
2. Click on “People Assist.”

3. From here, click on the “Create request” button in the upper right-hand corner of the web page.



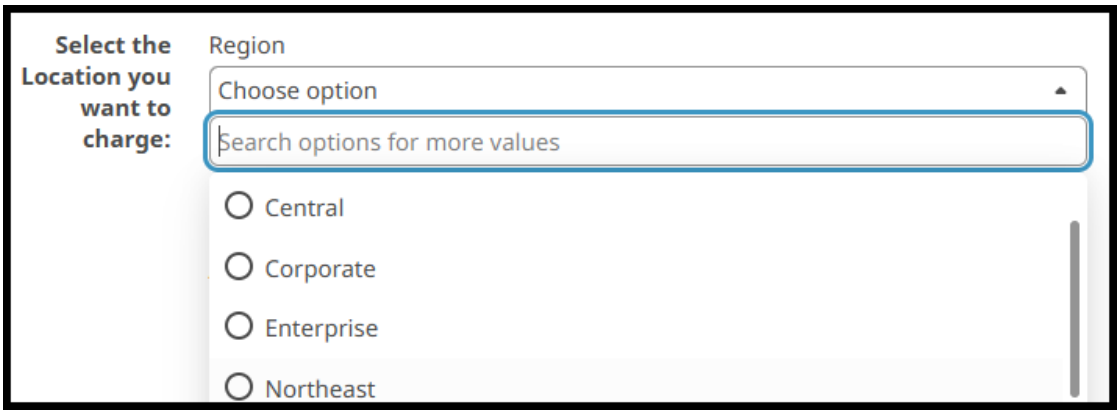
4. A new web page will open, click on the “Payroll” tab on the left-hand side.

5.Navigate to “Forms” on the right-hand side of the page and click on “Spot Bonus Form.”

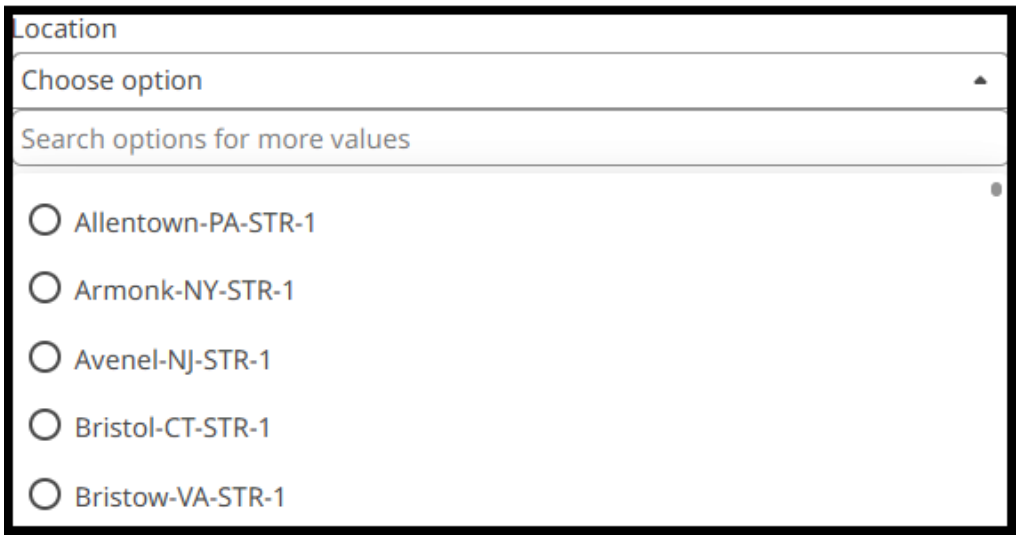


6. The form will open. You will fill out all required sections (blue asterisk).

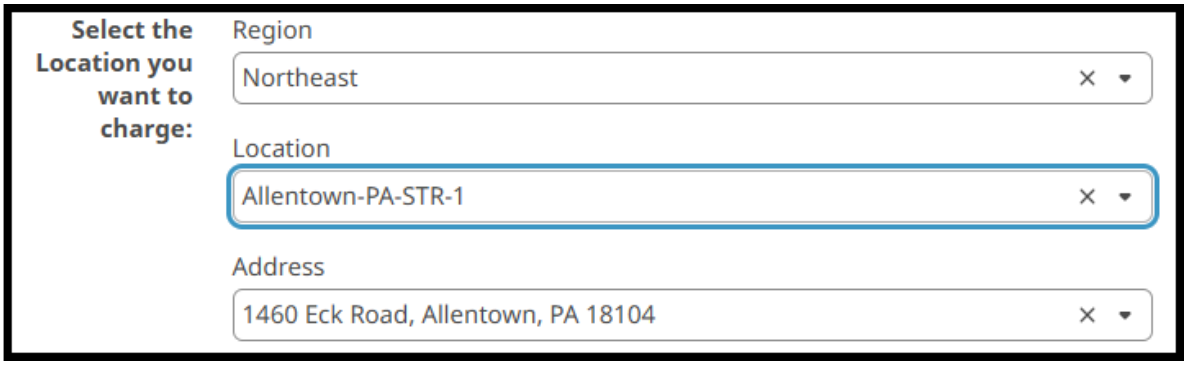
7. Select the Region of the Location that should be charged.



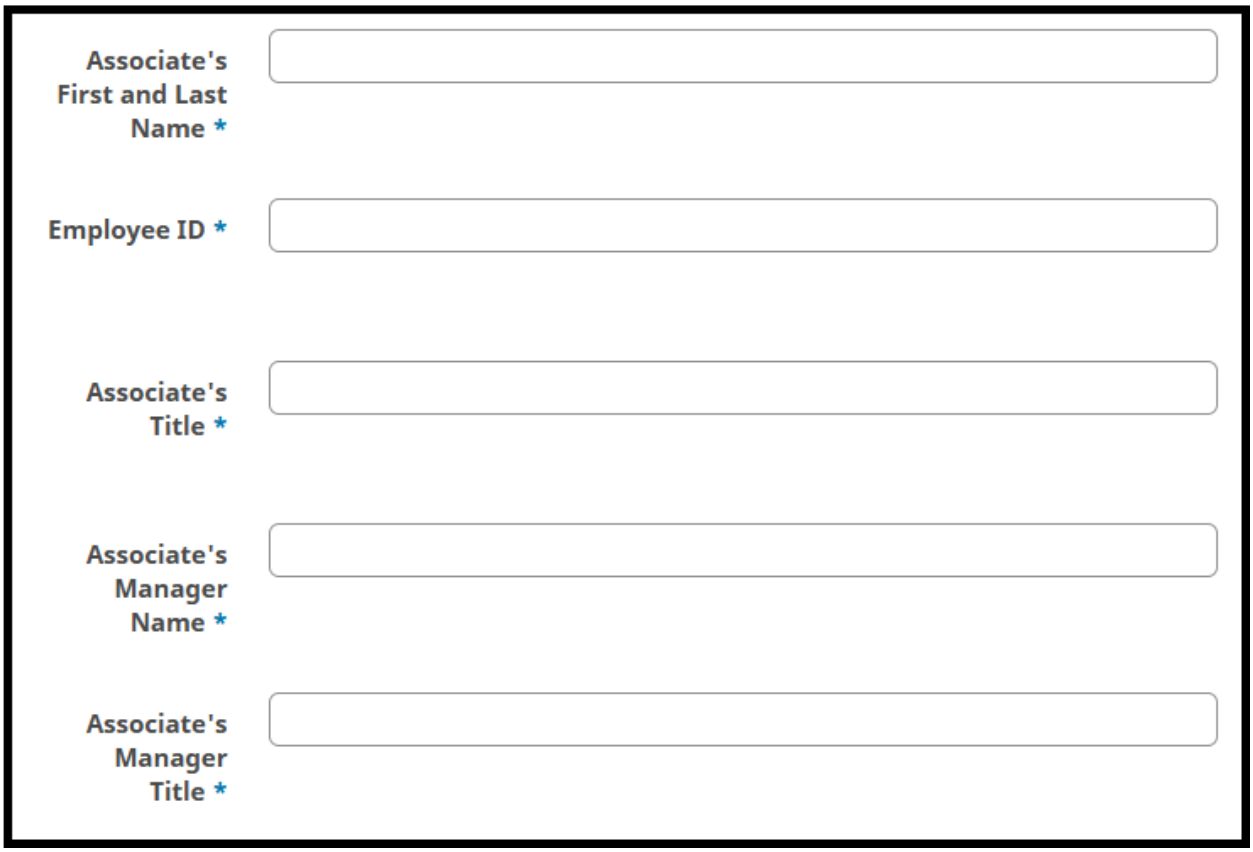
8. Type in and choose the Location you want to charge.

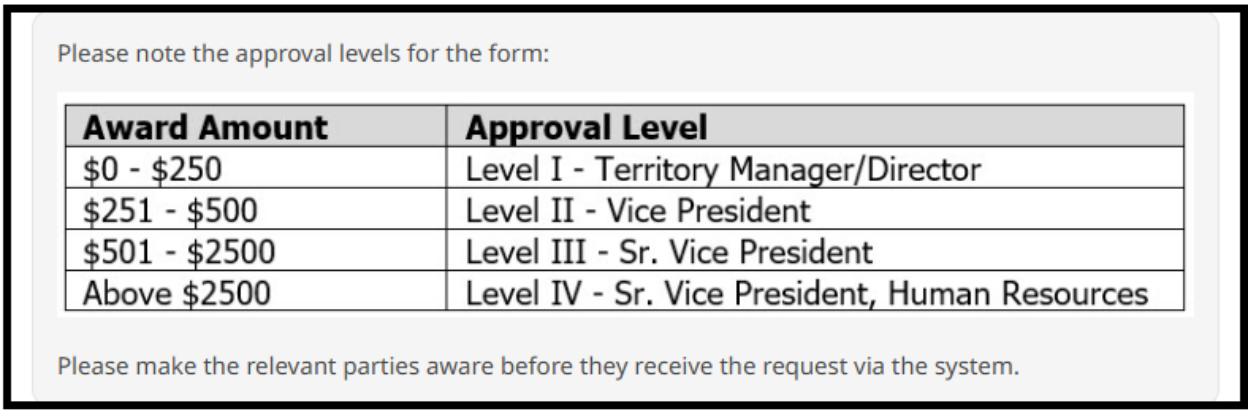


9. Verify the address is correct.



10. Enter the Associate's First and Last Name, Employee ID, Associate's Title, Associate's Manager Name and Associate's Manager Title.





Please note the approval levels for the form:

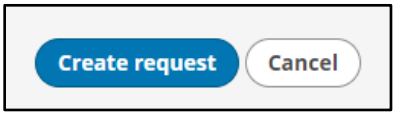
Award Amount	Approval Level
$0 - $250	Level I - Territory Manager/Director
$251 - $500	Level II - Vice President
$501 - $2500	Level III - Sr. Vice President
Above $2500	Level IV - Sr. Vice President, Human Resources

Please make the relevant parties aware before they receive the request via the system.

11. Enter the spot bonus amount, the timeframe start and end dates and reason for spot bonus.



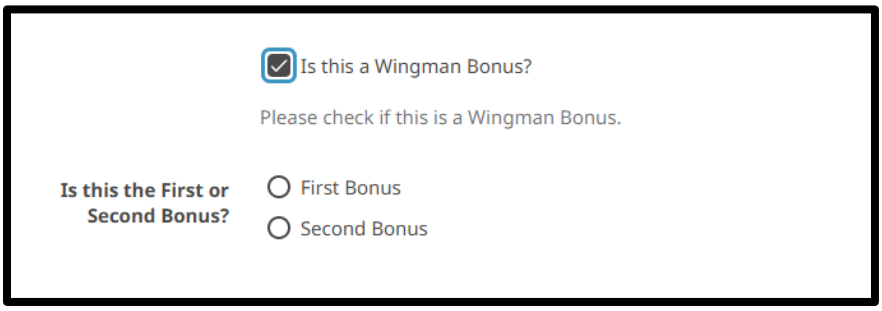
12. Once you are finished, at the bottom of the page, click “Create request” to submit and send the form to the next level of approval or click “Cancel” to start over.



13. You are done!

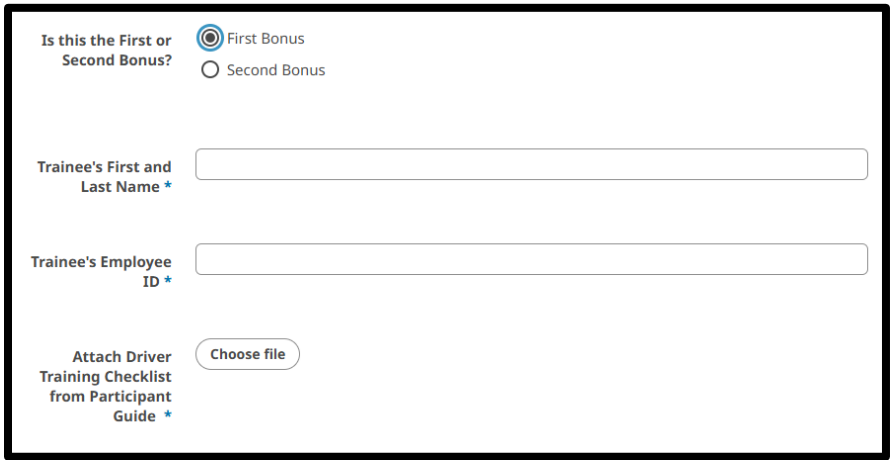
Wingman Bonus

If the bonus you're submitting is for a Wingman, check the "Is this a Wingman Bonus?" box. Then select if it's the First or Second Wingman Bonus.



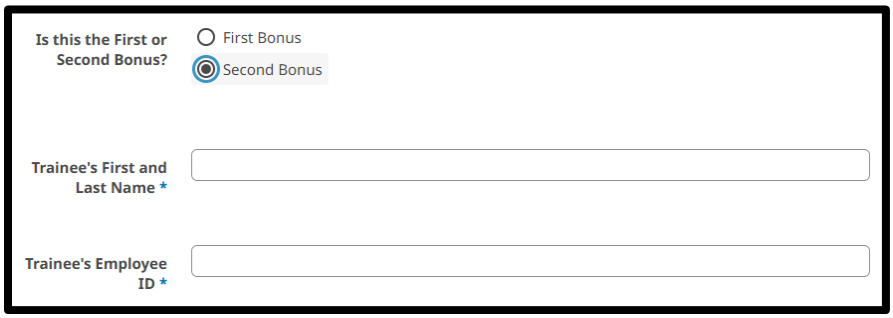
For the First Wingman Bonus, include:

- Amount: $100
- Trainee's Name
- Trainee's Employee ID
- Completed Driver Training Checklist (pgs 12-13 in the New Driver Participant Guide)



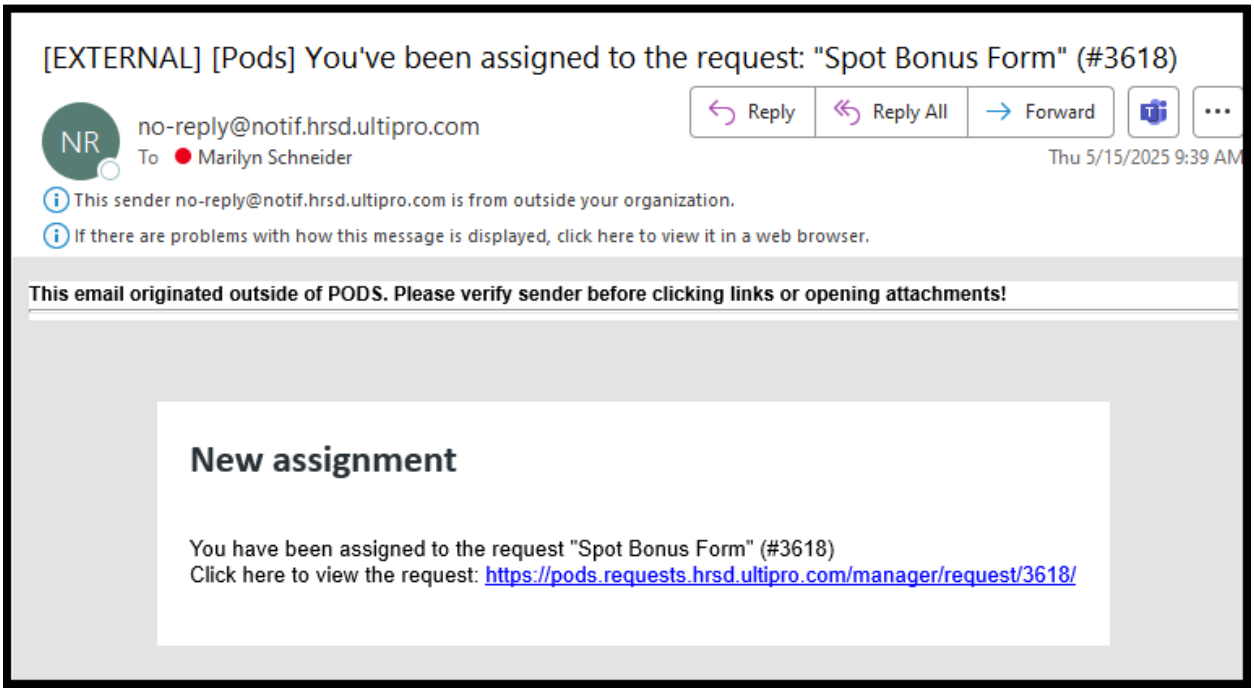
For the Second Wingman Bonus, include:

- Amount: $100
- Trainee's Name
- Trainee's Employee ID



The Approver

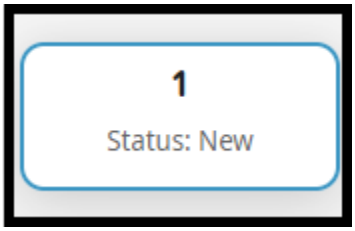
1. After completion, Payroll will receive and assign the request to the appropriate approver. The approver will then receive the following email:



2. If you are the approver, you will see your form assigned to you under your requests in “People Assist.”

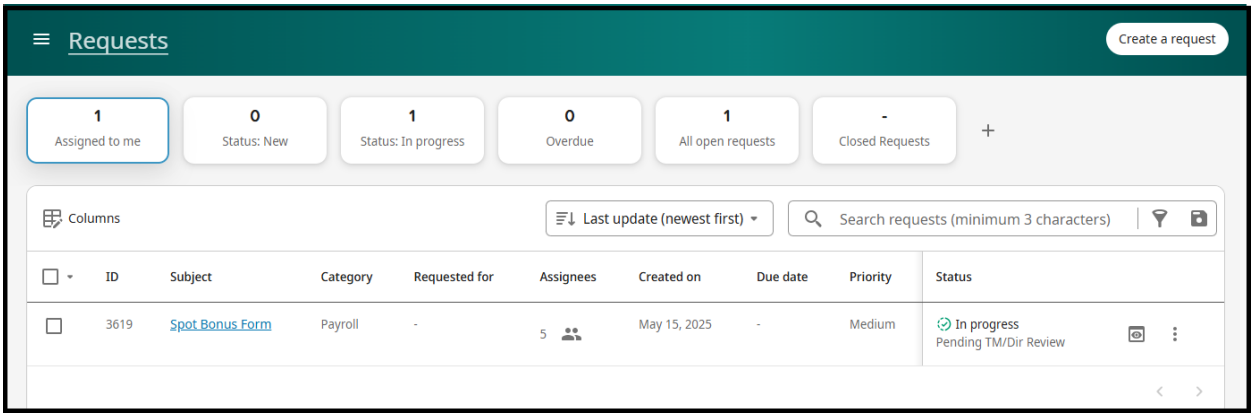


3. If you created the request, you will see your form under Status:New under your requests in “People Assist.”



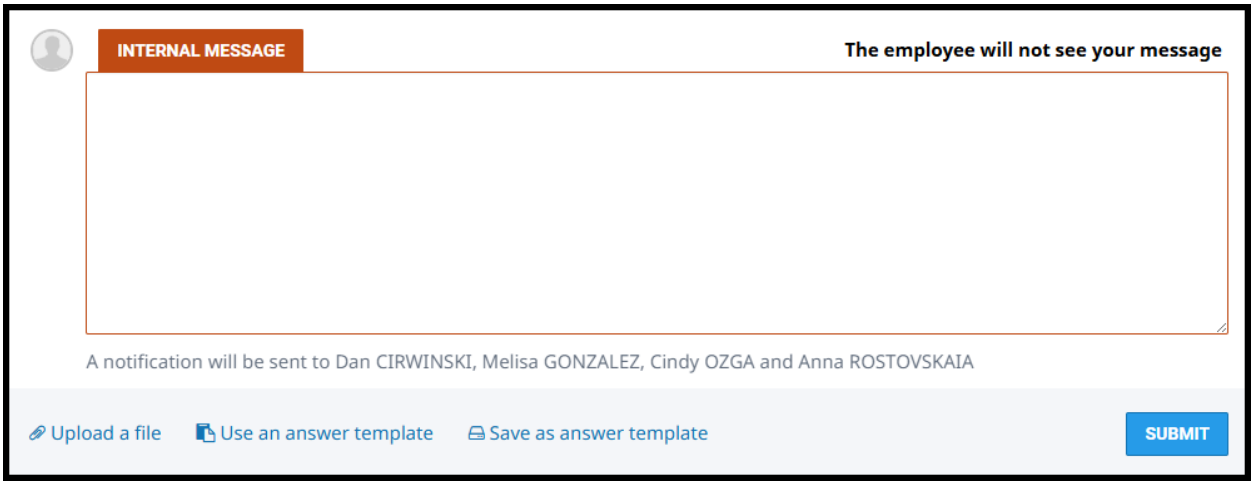
Here you will also see the status of the request.

4. Click on the request to Approve, Deny, edit, or write a message to the approver or Payroll.



5. New page will populate, click on Approve or Deny and/or enter a comment under Internal Message, then click Submit.

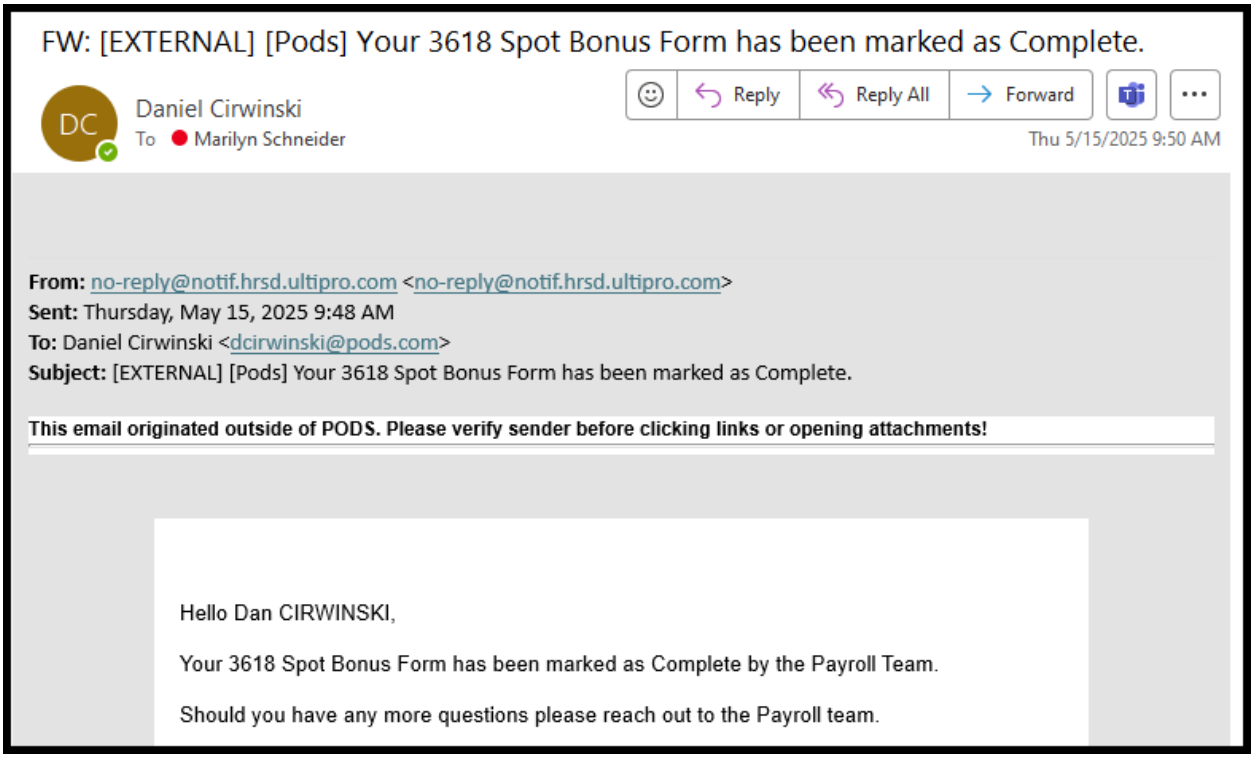




Completed

1. After approval, Payroll will Set to Complete.

2. The creator will receive the following email:



3. Payroll will add the spot bonus to the following payroll.