AUBMC iREWARDS

Fostering a Culture of Employee Recognition

iRewards Program Employee Tutorial
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1 Overview

1.1 Purpose

This document is intended to guide the users step by step on how to use the application. The purpose of this application is to provide a solution to support the new employee rewarding initiative. This application will allow supervisor to grant reward points to subordinates for demonstrating AUBMC core values. In exchange, employees may redeem gifts against a number of earned points.
2 Getting Started

First to open the application, you have to do the following steps:

a. Open Internet Explorer and type the link: http://his.aub.edu.lb.

b. Click On My Applications.

c. Enter your username and password.
d. Under Common Applications you will find HRS, Click on it.

![Common Applications menu](image)

```
Under Common Applications you will find HRS, Click on it.
```

e. Click Rewards Tab.

![Rewards tab](image)

```
Click Rewards Tab.
```

d. Shop page will open.

![Shop page](image)

```
Shop page will open.
```
e. Or: you will receive an email once you have gained points, thus you can open the application from a link from that email.

Dear Ms. LN13914,

We would like to thank you for your commitment to AUBMC’s core values. On Jul. 11, 2015 you showed integrity by demonstrating the right behaviors. Accordingly, you are rewarded 1 point. These reward points are symbols of our appreciation for your hard work and they help serve as a continual reminder of your achievements.

You can redeem your points, or accumulate them over time, and awards can be selected at your convenience. You may select from any of the awards available through the online catalog that are within your points balance. Your award should be redeemed from the HR Department. Please note that to check the number of points you have accumulated to date, you can click on the following [link].

Please feel free to contact us with any questions and good luck accumulating as many points as possible!

Thank you for all the work you do.

Regards,

FN13067 LN13067
3 Features

3.1 Shop

Feature Description:
The “Shop” allows the employee to search and add gifts to a cart from a list of available reward items.

Steps:

a. Click on “Shop” Link.

b. You can filter rewards by category and or short description; a list of suggested rewards will be displayed containing the typed letters.
c. You may choose to view all Rewards or only Rewards Within your budget. By default, the system displays all rewards. To view only those with points in budget, click on “Within Budget” link, and only rewards that can be redeemed by the employee according to the available points balance are shown.

![Image of rewards list]

This number represents the number of items in the list.

You can sort the list of rewards by number of points (from high to low) or by Description alphabetically. By default the list is sorted according to number of points.

![Image of rewards list]

You can choose to sort rewards.
e. Choose reward by clicking on “Add to cart”.

f. The added rewards will be displayed in “My Cart” section.
g. You can order more than one item from the same reward if you have enough points.

h. You can delete a reward from the cart.
i. After adding all the desired rewards to the cart, click on checkout.
3.2 My Account

Feature Description:

The “My Account” allows the employee to view the details of his/her account (points earned and rewards redeemed) during a certain rewarding cycle.

The number beside My Account(x), represents the user’s available balance.

Steps:

a. Click on “My Account” Link.

b. Two links are displayed under My Account page: Rewards and Purchases. By default Rewards is selected. It displays rewards received in the current cycle.

c. Purchases link displays redeemed rewards during the current cycle.
4 Support

4.1 Functional issues
For functional assistance, please contact:

- Recruitment Officer: Mary Yaacoub ext: 6108