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# Document Control

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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: \texttt{http://his.aub.edu.lb}.

![Type this link: his.aub.edu.lb](image)

b. Click On My Applications.

![Click on My Applications](image)

c. Enter your username and password.

![Enter username and password](image)
d. Under Common Applications you will find HRS, Click on it.

e. Click Rewards Tab.

d. 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,

FN13057 LN13067
3 Features

3.1 My team

Feature Description:

The “My Team” allows the supervisor to view the summary of current cycle’s points by plan, as well as history of points distributed by himself/herself or other supervisor who were assigned to the department during the same cycle. Supervisor may grant points to direct subordinates from this page.

Steps:

a. Click on “My Team” Link.

b. Select department if you are assigned to more than one department.
c. History of points distributed to the team during the current cycle will be displayed.
   - You can filter by employee name or user Id, a list of suggested employees will be displayed containing the typed letters.
   - Press enter to filter the results.
   - When done, clear filter and press enter again to view the whole list.

d. Supervisor’s budget for the current cycle. Once reached, no rewards can be added.
e. Supervisor’s available balance for the current week.
   - This will show only if a weekly ceiling is set by HR.

f. Click on “Add Reward” to create a new reward.
   NB: The new reward will be added to employees of selected department (check point b).
g. Employee Name, Core Value and Justification are all mandatory to submit or save a reward. You can either “Save For Later” or “Apply”.

h. Saved rewards may be updated and/or submitted later during the current week. If not submitted by the supervisor, they will automatically be deleted by the system at the end of the week.

Submitted rewards cannot be deleted.
i. Clicking on “Apply” will not allow you to delete it anymore, the reward is submitted.

j. Once weekly entitlement is reached, the “Add Reward” button will not show.

k. Once employee yearly ceiling is reached, no rewards can be added for this employee.

l. If you try to add a reward to an employee who already has a saved reward not submitted yet, the info will be prepopulated, and any change will update the saved reward rather than creating a new one.
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.
3.3 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.

d. 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.
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.
4 Support

4.1 Functional issues

For functional assistance, please contact:

- Recruitment Officer: Mary Yaacoub ext: 6108