



Service Awards 2023- Academic Areas

1.

How can Academic areas recognize their honorees with 10, 15, or 20 years?

Each school, unit, or Vice Presidential area can decide how best to recognize their honorees with 10, 15, or 20 years of service. Staff celebrating 25 or more years of service will be invited to celebrate their years of service on August 24 at the Charlottesville Omni.

2.

How we can recognize honorees with 10, 15, and 20 years at UVA?

We highly recommend planning a lunch with a Dean or leader. We can arrange for certificate packages and gifts to be on site for this celebration with at least two weeks notice.

3.

How can we pay for the lunch?

Order lunch and pay with a department T&E card. Then, reconcile in Workday with the or Service Awards worktag below.

Order lunch from a local vendor and then tell UVA HR who to call and pay.



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4. How much money are we able to spend?

UVA HR will pay \$45 per honoree. Departments can supplement these funds if they choose.

5. What if someone is unable to attend a lunch?

Send flowers, a meal, or a gift basket to his or her home. These items are not taxable.

6. What FDM number should we use when reconciling charges?

DN001877

CC0574

FN031

PG00792

AC02699

7. Can gift cards be given as recognition?

Gift cards are taxable even when the amount is very low. If an area chooses that a gift card is best, a One Time Payment needs to be entered into Workday by the honoree's manager and tax will be removed from a future paycheck.

Email askhr@virginia.edu with any questions or concerns!