

# Service Awards 2024 - 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 June 17 at the Charlottesville Omni Hotel.

## **2. How can we recognize honorees with 10, 15, and 20 years at UVA?**

We highly recommend planning a lunch and inviting your 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 Service Awards FDM below.

**or**

Order lunch from the Virginia Catering Company and use the Service Awards FDM.

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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.

<b>6. What FDM number should we use when reconciling charges?</b>	DN000114
	CC0574
	FN031
	PG00792
	AC02699

## 7. **Can gift cards be given as recognition?**

If an area chooses to give gift cards, remember that all gift cards are taxable regardless of the amount. Use "Employee Award Taxable" when reconciling the expense in Workday.

**Email [askhr@virginia.edu](mailto:askhr@virginia.edu) with any questions or concerns.**