

# WAYS TO SAY 'THANK YOU'

## Tips For Recognizing Team Members Who Are Celebrating a Service Award

### No Cost:

- Send a congratulatory email, text, or phone call
- Schedule a Zoom meeting with a few of the person's colleagues with a pretend subject and then surprise the person with a Zoom celebration\*
- Congratulate the person in a department staff meeting\*
- Share the information with the department and ask people to offer congratulations to the honoree

### Low Cost:

- Send a handwritten card to the person's home (managers can see the person's address in Workday)
- Ask department leadership to sign a letter of congratulations and send it to the person's home
- Cookies! Have a local bakery delivery cookies or a cake to the person's home so that he or she can celebrate with family and friends safely

### Higher Cost:

If your department has sufficient funds, send flowers or a small gift package to the person's home. Please note that in order to avoid taxes, the value should be less than \$100.00.

If you have enough funding to give the person a gift card, please enter it into Workday as a one-time payment because the person will be taxed on any gift cards of any value.

*\*Please check in advance with the person's close colleagues to make sure he or she would be okay with this and not embarrassed by the attention.*



# Service Awards