

## Driven To Transform Your Employees' Work Experience

The Most Flexible Recognition Programs Today

Your company's budget may differ depending on what you choose to recognize your employees for. With our top-rated solutions, we help companies do employee recognition and engagement the right way. Based on our experience and customer needs, we offer the following budgeting models to help you determine your R&R budget.

# Providing ultimate flexibility to structure the budgets or add limits for rewards and recognition programs

## Annual Limit

An annual limit can be used independently, or in combination with a constrained budget. The annual limit is used to add limitations on receiving or sending awards.

You can use this type of limit to limit the number of recognitions or points a user can receive or send. If the limit of recognitions received is reached, you can enable 'Kudos' (non-monetary) award to be sent to the recipient.

★ Annual Limit

- Annual limit of recognition received per user
- Annual limit of recognition sent per user
- Annual limit of recognition points received per user
- Enable connected non - monetary award

\* Recognition points per user: 400

Thank You 🙌

Information

Aaron Thompson has reached annual limit of recognitions for this program. Do you want to convert this award in non-monetary (thank) award?

OKAY ✓ CANCEL ✕

## Constrained Budget

Different types of constrained budgets can be used depending on the program's needs. A constrained budget is used if you need to limit the budget that can be sent per user, the budget that can be approved by the user, or centrally allocated budget that can be used by a group of users.

Calculation periods can be set up as Monthly, Quarterly, or Yearly and depending on this period, budgets can be automatically inserted by the system. An audit log is available to see the log of changes for each budget.

# Constrained Budget Definitions

Align your rewards program with your company's goals to make a strategic financial impact. One part of the budgeting process is evaluating the success of your rewards program. Outline your budget options and decide how to allocate your funds. Use this platform that has the flexibility to adjust your budget at any time and evaluate whether the distribution is fair and equitable to get the most out of your budget.

	Aligned to:	Approval Level	Cumulative calculation	Overspent
<b>Central Allocation</b>				
Global	Overall	No Approval, 1, 2	Monthly, Quarterly	<input checked="" type="checkbox"/>
Organization Budget	Overall	1, 2	Monthly, Quarterly	None
Country	Overall	1, 2	Monthly, Quarterly	None
<b>Budget on Recognize</b>				
Employee	Each employee	No Approval, 1, 2	Monthly, Quarterly	None
By Manager Overall	Each manager	No Approval	Monthly, Quarterly	None
Manager by Subordinates	Each manager/ per no. of direct reports	No Approval	Monthly, Quarterly	None
<b>Budget on Approval</b>				
By Manager	Each manager	1,2	Monthly, Quarterly	None
Manager by Subordinates	Each manager/ per no. of direct reports	1, 2	Monthly, Quarterly	None

# Global Budget

Central allocation


Depending on the company's structure, policies and needs, fund allocation budgets can vary. The global budget is available globally within the company. It is like a pool of points used by all employees.


Depending on the program preferences, the budget is deducted once the award is approved (if there is an approval system).


Overspent option is only available for this type of budget. It means that as long as an award was sent while the resources were available, it can get approved afterwards, even if the budget has already been spent.

 **Type:** Central allocation

 **Aligned to:** Overall

 **Approval:**  
- Sender's manager  
- Recipient's manager  
- None

 **Cumulative calculation:** Available for Monthly or Quarterly time period

 **Overspent:** Pending awards can be approved, although the budget has been reached



* Budget name	Global Budget	* Budget amount	200000
* Calculation period	Monthly	* Budget group	Global Budget
<input checked="" type="checkbox"/> Cumulative calculation		<input checked="" type="checkbox"/> Overspent budget	
<p><b>i</b> With this type of budget, the whole company gets budget available for recognition purposes. The budget is available until there are resources on it.</p>			
<p><b>SUBMIT</b></p>			

# Organization Budget

Central allocation

Larger enterprises with multiple organizational units and regions might choose a sequential implementation.

The structure of this budget is either by organizational unit, or by division. The budget is constrained per employee and the total amount of budget assigned is a sum of the employees for the selected structure.

Each organizational unit or division is assigned with a budget that can be modified afterwards per unit, depending on the number of employees in the unit and the expenses.

In case the actual expenses of a department are higher than, or equal to the previous period's budget, then the limit for these expenses can be increased in the next period's budget.



**Type:** Central allocation



**Aligned to:** Each organizational unit, or division of the company



**Approval:**

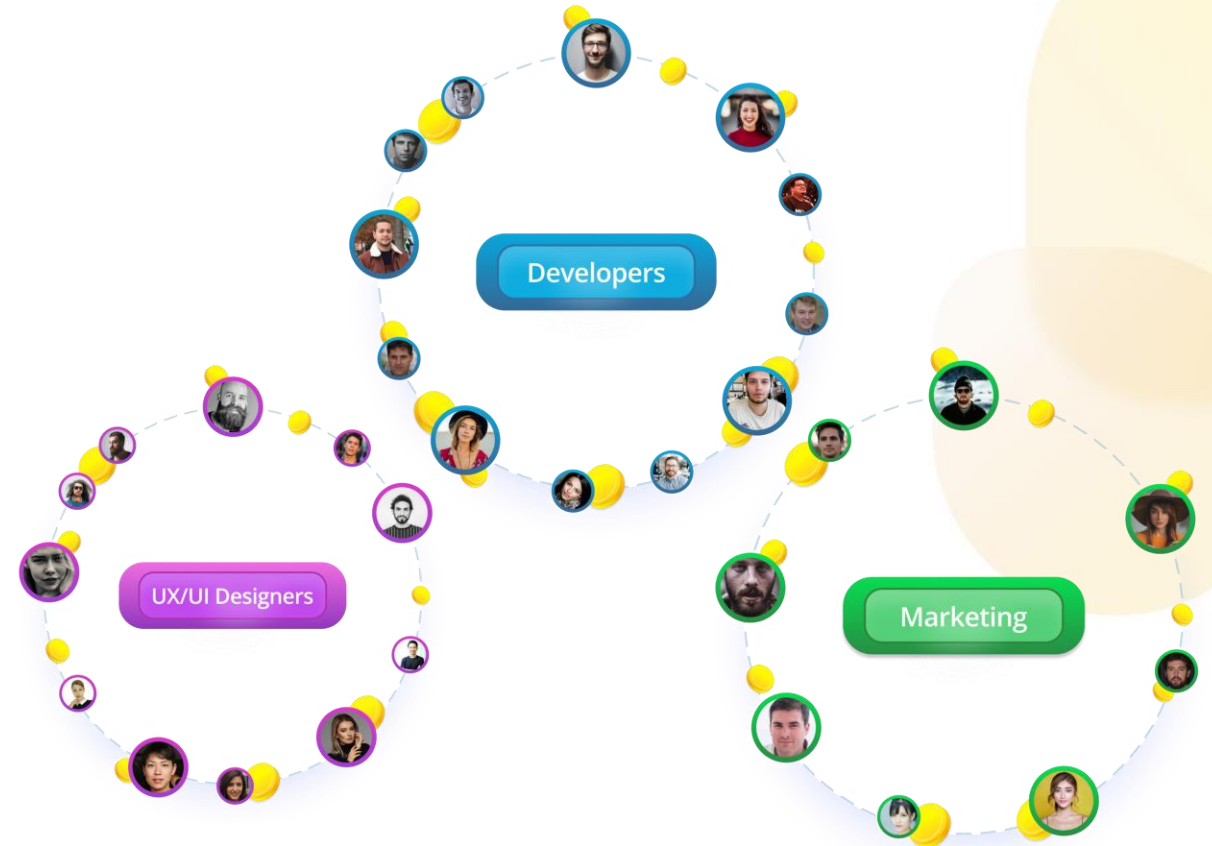
- Sender's manager
- Recipient's manager



**Cumulative calculation:** Available for Monthly or Quarterly time period



**Overspent:** Not available



# Country Budget

Central allocation


Each recipient's location is assigned with a budget that can be modified per company needs and depending on the number of employees in the country.


Country budget is usually used for local programs. This type of budget can constrain the funds on a country-level.

When the budget is reached for the recipient's country, the sender will get a pop-up message that the budget has been reached and the user cannot receive an award.

Regardless the approval settings, the recipient's country budget is always bearing the cost of the award.

 **Type:** Central allocation

 **Aligned to:** Recipient's countries

 **Approval:**  
- Sender's manager  
- Recipient's manager

 **Cumulative calculation:** Available for Monthly or Quarterly time period

 **Overspent:** Not available



## Information



Aaron Thompson has reached annual limit of recognitions for this program. Do you want to convert this award in non-monetary (thank) award?

OKAY



CANCEL





# Employee Budget

Budget on Recognize


Budgeting has behavioral implications for employee motivation. Giving each employee a budget increases the likelihood of developing a mental and emotional connection required to take action.


Treat everyone equally and allow everyone to participate in the point redemption program.

Consider the various kinds of employees (contract, field, temporary, interns) and allocate a budget per employee.


The remaining budget or number of points is shown to an employee when sending a recognition. The budget is deducted upon sending the award.

 **Type:** Budget on Recognize

 **Aligned to:** Each employee receives a number of points used for recognition purposes

 **Approval:**

- Sender's manager
- Recipient's manager
- None

 **Cumulative calculation:** Available for Monthly or Quarterly time period


 **Overspent:** Not available



Budget configuration form:

- Budget name: Employee Budget
- Budget amount: 20
- Calculation period: Monthly
- Budget group: Budget by Employee
- Cumulative calculation
- Info: With this type of budget, each employee gets a budget available for recognition purposes. If the program requires approval, budget will be deducted after manager's approval.
- SUBMIT

Home | My Available Programs

 **MONETARY PROGRAM**

### 360-degree employee recognition

Peer-to-peer or 360-degree employee recognition is a much more decentralized approach that encourages all co-workers to acknowledge positive achievements and contributions

**15 points**

# Manager Overall

## Budget on Recognize


Managers receive reward funds as an allocated budget for a designated time period. They can determine exactly when they want to deliver a reward, how much and to whom.


Use this type of budget to allow immediate recognitions that managers give to individuals or teams with an instant reward that is delivered 'on the spot'.


This type of budget is shown when the manager sends an award, and it doesn't require additional approvals. Budget is immediately deducted upon sending recognition.

Program sender's is automatically set to 'Managers' and this type of budget is mostly used for the 'Spot Award'.

 **Type:** Budget on Recognize

 **Aligned to:** Each manager receives a number of points used for recognition purposes

 **Approval:**  
- None

 **Cumulative calculation:** Available for Monthly or Quarterly time period

 **Overspent:** Not available





# Manager by Subordinates

Budget on Recognize

By allocating additional budgets to individual managers, we give them the authority they need. It is an effective tactic when defining the manager budgets per direct report.

In this case, a manager with a number of direct reports should have a budget for each team member. Instead of calculating how much funds should each manager receive, you can use this type of budget distribution to constrain budget per employee. Once the budget per employee is defined, the system will automatically calculate and assign each manager funds per direct reports.

This type of budget is shown when the manager sends the award and doesn't require any approval. The budget is immediately deducted upon sending recognition.

Program senders are automatically set to 'Managers' and this type of budget is mostly used for the 'Spot Award'.



**Type:** Budget on Recognize



**Aligned to:** Each manager receives a number of points used for recognition purposes



**Approval:**

- None



**Cumulative calculation:** Available for Monthly or Quarterly time period



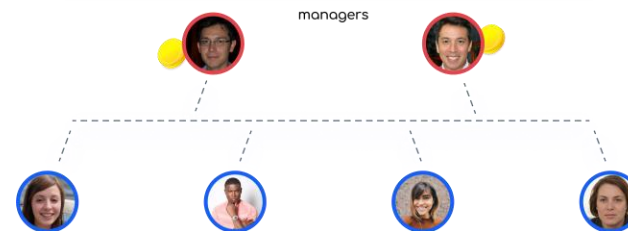
**Overspent:** Not available

## Budget type:

### Direct Subordinates

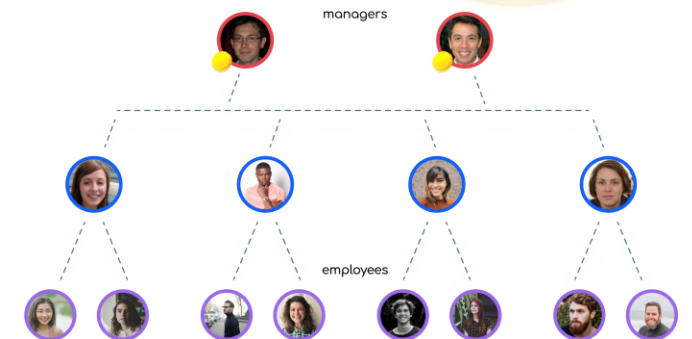
If selected, a manager receives budget only for employees who work directly below them in the organization.


In the hierarchical tree structure, a manager would receive budget only for the first layer below them.



### Hierarchical

A chain used to define budget structure elements that shows how they are linked hierarchically on multiple management levels within the organization. If chosen, a manager is given a budget for each layer of their hierarchical tree structure.





MONETARY PROGRAM

### Spot Award

Spot awards are a form of employee recognition where you recognize exemplary performance or behavior as and when it happens. The main purpose of spot awards is to let employees know that you have noticed their efforts. >

**250 points**

# Manager Budget


Budget on Approval


Managers receive reward funding from an allocated budget for a designated time period. The budget is shown when approving the award, and deductions happen upon approval.


This type of program must have an approval system of either one, or two levels, and a budget is deducted from the final approver's budget.

Program givers can be all employees, based on the program preferences. With this type of budget, you give managers the right to spend budget wisely while staying within expense boundaries.

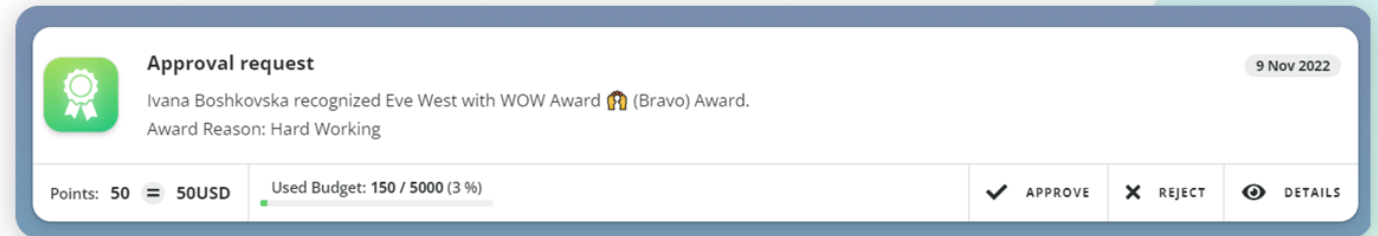
 **Type:** Budget on Approval

 **Aligned to:** Each manager in the company


 **Approval:**  
- Sender's manager  
- Recipient's manager

 **Cumulative calculation:** Available for Monthly or Quarterly time period


 **Overspent:** Not available

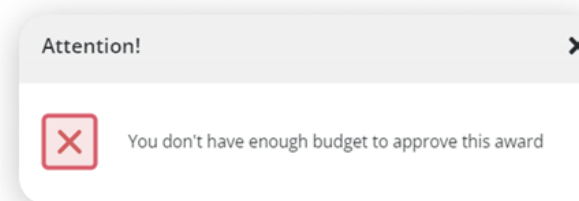
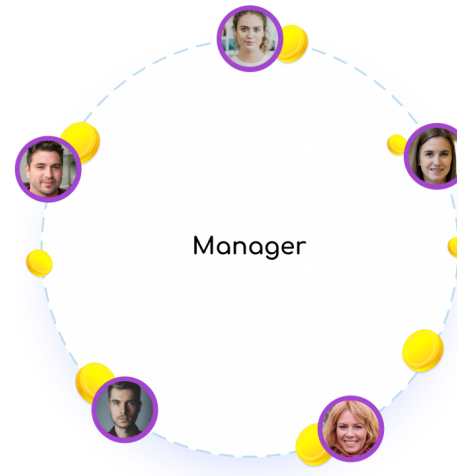


**Approval request** 9 Nov 2022


 Ivana Boshkovska recognized Eve West with WOW Award 🏆 (Bravo) Award.  
Award Reason: Hard Working

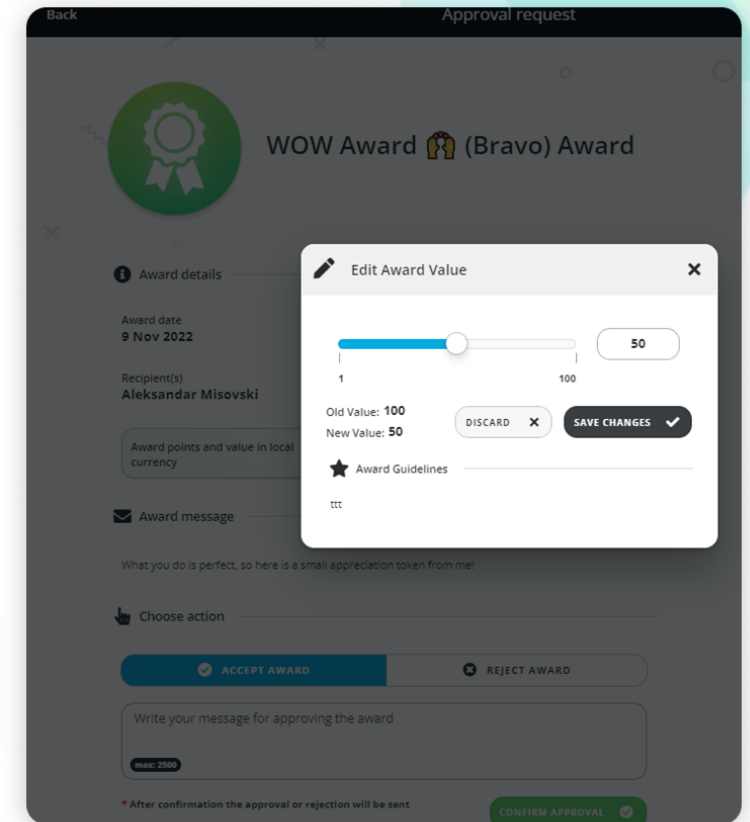
Points: 50 = 50USD    Used Budget: 150 / 5000 (3%)

APPROVE     REJECT     DETAILS




**Attention!** ✕

 You don't have enough budget to approve this award



Back    Approval request

 WOW Award 🏆 (Bravo) Award

**Award details**

Award date: 9 Nov 2022

Recipient(s): Aleksandar Misovski

Award points and value in local currency

Award message: ttt

What you do is perfect, so here is a small appreciation token from me!

Choose action

ACCEPT AWARD     REJECT AWARD

Write your message for approving the award

max: 2500

\*After confirmation the approval or rejection will be sent     CONFIRM APPROVAL

**Edit Award Value** ✕

Slider: 1 to 100, value: 50

Old Value: 100    New Value: 50     ✕     ✓

★ Award Guidelines

# Manager Budget by Subordinates

Budget on Approval


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A manager with a number of direct reports should have a budget for each team member. Instead of calculating how much funds should each manager receive, you can use this type of budget and constrain budget per their employee.


Once the budget per employee is defined, the system will automatically calculate and assign each manager the amount of budget per direct reports. This amount of budget is shown when the manager is approving the award and budget is deducted upon approval.

Program givers can be all employees, based on the program preferences. With this type of budget, you are giving managers full right to spend money wisely and stay within expense boundaries.

 **Type:** Budget on Approval

 **Aligned to:** Each manager receives a number of points used for recognition purposes

 **Approval:**  
- Sender's manager  
- Recipient's manager

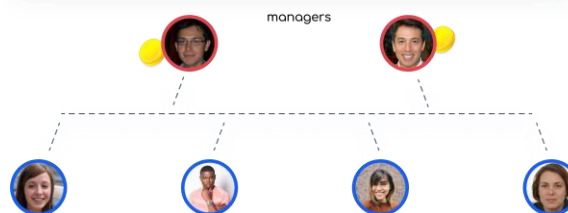
 **Cumulative calculation:** Available for Monthly or Quarterly time period

 **Overspent:** Not available

Budget type:

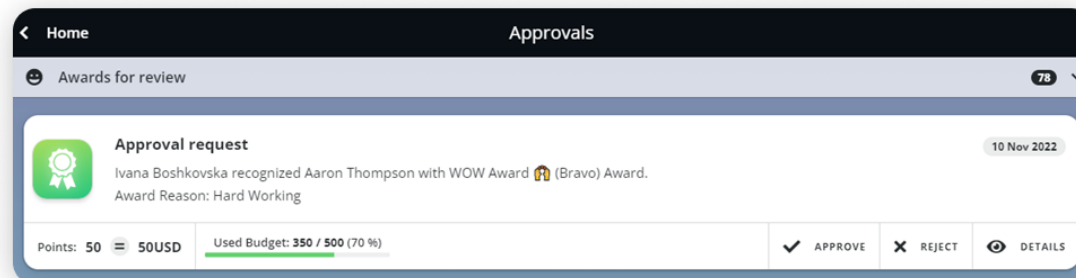
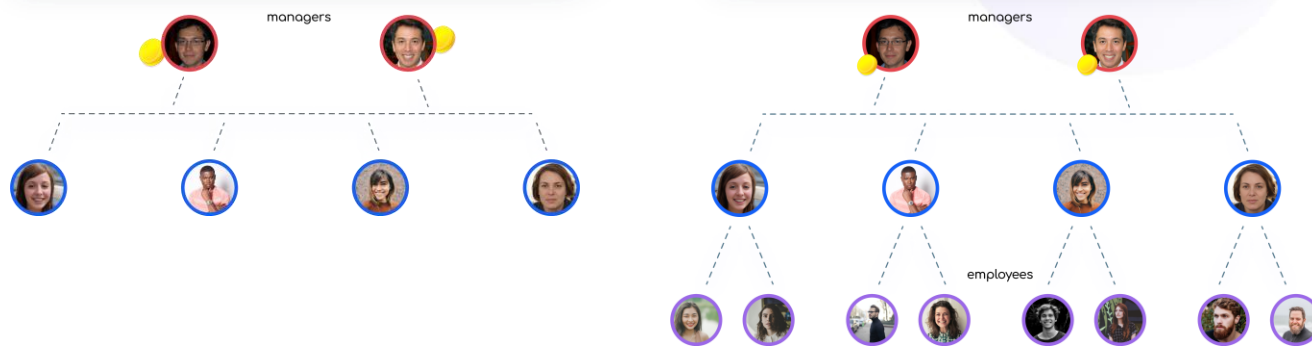
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# Thank you!



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