RECOGNITION AWARDS PORTAL (RAP) MANAGERS' USER GUIDE

Introduction

The [Recognition Awards Portal](#) (RAP) is an easy to use platform which enables you to reward staff for outstanding individual and team performance.

Using the RAP, you can recommend individuals for cash awards which they can redeem against a wide range of activities and items. Awards can be to the value of £10, £30, £50, £70, £100, £150 and £200.

Once an award is approved, the recipient can log in to the RAP, browse and choose what to spend it on from an online catalogue including vouchers for high street shops and restaurants, electronics, jewellery, activities and short breaks.

Recommendations for awards can be issued at any point during the year. All the awards offered on the RAP are HMRC (Her Majesty's Revenue and Customs) approved so there are no employee tax or National Insurance implications.

How do I login to the RAP?

You can access the RAP at: https://www.universityofleedsrecognition.co.uk/

If you are involved in the recommendation process you should have received your log in details in addition to clarity over your role in the process. If you have forgotten your password you can reset it using the 'Forgot password?' link on the home screen.

Please keep your password secure and remember to log out of the site at the end of each session.

Once you have logged in, you can check the progress of an award, view any messages which have been sent or received and view historical decisions in the 'Recommendations' tab on the red menu bar at the top of the screen.

Please note that actions are visible to everyone in the workflow process, and in the case of approved awards, to the individual too.

How does the RAP approval process work?

The entire approval process is managed within the RAP and is made up of three stages – Proposal, Verification and Approval:

Stage one – Proposal: each department has a nominated Proposer who can recommend awards in the RAP.

To make a proposal, click on the 'Recommendations' tab; from here you'll need to:
- Select the individual you'd like to recommend for an award. NB: if you type the first few letters of the recipient's name into the box you'll be presented with a dropdown list of names from which to choose;
- Select the value of the award;
- Send a message to the Verifier with a clear case for your recommendation;
- Prepare a message for the recipient of the award, which they will receive if the award is approved (this is optional);
- Click 'submit' to send your recommendation to your Verifier for their consideration.

Stage two - Verification: the Faculty/Service Human Resources Manager (HRM) is usually the Verifier.

To verify a proposal, click on the 'Recommendations' tab; from here you'll need to:

- Click on the proposal and review the details. You'll be able to see the value of the award and the proposer's details, including any messages they have sent in support of the proposal;
- Decide if you do or don't support the proposal;
- Send a message to the Proposer and the Approver stating why you are supporting the recommendation; if you reject the proposal, only the Proposer will receive a message;
- Confirm your decision; to verify the proposal, click on 'submit' to send the proposal to the Approver to progress, or click on 'decline' to reject the proposal.

Stage three - Approval: gives final authorisation for the award.

When a reward is proposed and verified, the Approver will receive an automatic email notification from the RAP.

To review the proposal click on the 'Recommendations' tab, from here you'll need to:
- Click on the proposal and review the details. You'll be able to see the value of the award and the Proposer and Verifier's details including any messages they have sent in support of the proposal;
- Decide if you do or don't support the proposal;
- Send a message to the Proposer and the Verifier stating why you are supporting or rejecting the recommendation;
- Send a message (optional) to the award recipient; and;
- Confirm your decision; click on 'approve' to support the proposal, or click on 'decline' to reject the proposal.

How will individuals be notified of their award?

Once approved, individuals with a University of Leeds (UoL) email address will receive an automatic email telling them they have received an award and how to claim it.

Individuals who don't have a UoL email address, will need to be informed of their award by the Proposer who, when the award is approved, will be sent an email confirming the award and the individuals' login details which they can then pass on.

The first time the individual logs in to the RAP, they'll be asked to enter an email address of their choice, which can be a personal email account. Any subsequent awards will then be communicated via the email address provided.

Further guidance

If you have any queries about the rewards listed or have any issues using the site, please contact the RAP support team.

If you have any further questions, please email or phone your Faculty/Service HR Manager.

Version control

History		
Version	**Date**	**Summary of change(s)**
V1	Nov 17	
V2	Jan 24	Addition of £10 reward to values available