

HRD Policy on Changing Original Awards Submissions – End of Rating Cycle

When a request to change an award comes to the Human Resources Division (HRD) (via phone call, e-mail or other means) and the performance award has NOT yet been processed, the customer's request to change the award will be granted. A new, properly signed AD-287-2 "Recommendation and Approval Award Form" OR a copy of a corrected AD-287-2 with "Corrected AD-287-2" written across the top of the form will be submitted to the HRD Office requesting the change BEFORE the award is processed. No explanation or justification for changing an award before it has been processed will be required.

When a request to change an award comes to HRD and the performance award has been processed in NFC, the customer's request to change the award will be granted only in the following circumstances:

- The customer's request stems from an administrative error in the preparation of the AD-287-2 (for example, the employee elected a QSI, but the AD-287-2 was mistakenly prepared showing a Performance Bonus was elected); AND
- The employee is informed and understands that he/she will be billed for and will have to repay any performance award monies already paid; AND
- The customer's request to change the award is received by HRD no later than the 3rd Friday following the end of the pay period in which the award was effective. For example, the award was effective as of pay period 24. In order to grant the change, the request would have to be received by the 1st Friday of pay period 26. This will allow ample time for an employee to identify that an error has occurred, inform his/her supervisor and initiate action to change the award.

An employee who changes his/her mind regarding the type of award selected after the award has been processed will not have the request granted. In these cases, the award was submitted by the customer in good faith, it was appropriately processed by HRD, and no administrative error occurred.

Approved by Joon Park, Director, Human Resources Division, ARS
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