

EMPLOYEE SERVICE AWARDS PROGRAM

Coordinator Resources and Tools

Service Awards Query Instructions

To obtain a list of employees eligible for service awards in your agency, please run query TN_HR15_SERVICE_AWARDS. This query prompts for an effective date, which can be entered for the current month or any previous month, to retrieve an employee's months of service and eligibility for an award as of the date entered. You may run this query at any time but you should always enter the first day of a month (e.g. 10/01/2015, 11/01/2015) in the prompt field to obtain consistency in service months. This query projects the employees who will be eligible to receive service awards within a 15-month time span, based upon the effective date selected on the prompt. Remember, employee records in your department or institution will need to be reviewed due to transfers, reappointments, etc., to determine employee eligibility in some situations.

Certificate Program

The service awards program for printing employees' certificates is provided to all agencies upon request. Please send an email to Herman.Smith@tn.gov to obtain a copy of the program with detailed instructions for downloading and using the program. You may order the certificate paper for creating all service award certificates through the Department of General Services' Warehousing and Distribution Division using the Edison Item Number 1000080580.

How to Order Awards

1. Run Edison query to generate a list of all employees eligible for a service awards in your agency.
2. Contact all eligible employees to inform them of their service milestone, and how to view awards for selection.
3. Once employees have chosen awards, compile the information and complete the order on a Purchase Requisition Form.
4. Send the form to the procurement officer in your agency to place the order.

If there are any questions, please contact the Department of Human Resources, Employee Relations Division at 615-741-1646.