

## We are reminding the rules of extra reward

In its nature the extraordinary reward is a reward that employee does not expect, has not been promised or conditioned upon fulfilling predefined tasks.

- One employee may be awarded maximally twice a year
- Amount can be in range CZK 500 to CZK 10,000
- There is an option to decide whether extraordinary reward will be pay to wage or to Cafeteria
- Validity must always be on the first day of the month. You can enter current month's reward up to the 5th of the following month (so you can enter the December reward with effect from 1th December until 5th January)
- You choose from 2 wage types - Extraordinary performance reward and Extraordinary performance reward in Cafeteria
- Reward amount over CZK 10,000 must be approved by the Remuneration and Benefits Manager

## Extra bonus tutorial





### 1. Possible way to enter

On homepage click on „Manage My Team“ section:





The screenshot displays the myFOX homepage dashboard. At the top, there is a navigation bar with 'Home' on the left, a search bar, and user information 'Tomaš Marný' on the right. Below the navigation bar, the dashboard is organized into several sections:

- To-Do:** A row of five task cards: 'Review Performance' (3 Reviews, All due in 58 days), 'Recruiting Approvals' (2 Approvals, 1 due in 18 days), 'Conduct 1:1 Meetings' (3 People Due Anytime), 'Take Courses' (18 Courses, 11 Overdue), and 'Learning Approvals' (1 Approval).
- News:** Two cards: 'Quick Links' and 'něco'.
- My Team:** A row of six cards: 'Manage My Team' (highlighted with a red circle, showing 3 Reports (3 Direct), 3 require attention), 'Team Summary' (4 Metrics Available), 'Org Chart' (3 Direct Reports (3 total)), 'Compensation' (0 Favorites), 'Reports' (0 Favorites), and 'Test PCH' (a donut chart showing 9 - DL-Grade 9 - for ... and 11-Grade 11).

Choose required employee to whom you want to give extraordinary reward and click on „Take Action” button.

My Team (3)	Anna jsem Fialová	
DIRECT REPORTS (3)		
 <b>Anna jsem Fialová</b> Assistant	 <b>Anna jsem Fialová</b> Assistant Central/Administration With holidays (CZ00) (9:38 AM Europe/Prague) <a href="mailto:afialova@zkouska.cz">afialova@zkouska.cz</a> +420 466 056 111x12345 <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">Take Action</span> <a href="#">Go to Profile</a>	
 <b>Jana Včerejší</b> Driver	<b>To-Do Items</b> <span style="font-size: 24px; color: red;">11</span> overdue or due soon <span style="float: right; border: 1px solid gray; border-radius: 5px; padding: 2px;">Nudge</span> Complete online course Presentation skills Complete online course Stres Management Complete online course Training of OHS and Fire Prevention for IL Employees <a href="#">View details for course OI_CZ_Hadanka</a>	
 <b>Zato Nemůžu</b> Recruitment Specialist		

In this offer choose „Extra bonus“:

My Team (3)	Anna jsem Fialová	
DIRECT REPORTS (3)		
 <b>Anna jsem Fialová</b> Assistant	 <b>Anna jsem Fialová</b> Assistant Central/Administration With holidays (CZ00) (9:38 AM Europe/Prague) <a href="mailto:afialova@zkouska.cz">afialova@zkouska.cz</a> +420 466 056 111x12345 <div style="float: right; border: 1px solid gray; border-radius: 5px; padding: 5px;">             Take Action              Take Action              Change Job and Compensation Info  <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Extra bonus</span>              Jump To              Personal Information              Employment Information              Payroll           </div>	
 <b>Jana Včerejší</b> Driver	<b>To-Do Items</b> <span style="font-size: 24px; color: red;">11</span> overdue or due soon Complete online course Presentation skills Complete online course Stres Management Complete online course Training of OHS and Fire Prevention for IL Employees <a href="#">View details for course OI_CZ_Hadanka</a>	
 <b>Zato Nemůžu</b> Recruitment Specialist		


Fill in the necessary fields.

At first fill in the date (it is possible to use calendar button).


Extra bonus - Anna jsem Fialová

Extra bonus

\*Issue Date


 

\*Pay Component

\*Amount

\*Currency


 

Sequence Number

Choose the date when the changes should take effect from. **Validity** must always be **on the first day of the month**. You can enter current month's reward up to the 5th of the following month (so you can enter the December reward with effect from 1th December until 5th January)

Extra bonus

\*Issue Date

< April 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Choose whether the reward will be paid to Extraordinary performance reward or Extraordinary performance reward in Cafeteria.

Extra bonus - Anna jsem Fialová

Extra bonus

\*Issue Date  
Apr 01, 2020

\*Pay Component  
No Selection  
Bonus for extraordinary performance (2202)  
Bonus for extraordinary performance in Cafeteria (2240)

\*Currency  
No Selection

Write down the amount of the reward and confirm by „Save“ button:

Extra bonus - Anna jsem Fialová

Extra bonus

\*Issue Date  
Apr 01, 2020

\*Pay Component  
Bonus for extraord

\*Amount

\*Currency  
CZK

Sequence Number

Cancel Save

WF approval starts, please **do not forget to describe the reason of change** for all approvers and history records.

Please confirm your request

Submitting Bonus for extraordinary performance in Cafeteria request for Anna jsem Fialová.

Show workflow participants

Cancel Confirm

Recommendation: Check the approvers by click on „Show workflow participants”.



Please confirm your request

Submitting Bonus for extraordinary performance in Cafeteria request for Anna jsem Fialová.

*Enter your comment here*

[Hide workflow participants](#)

**Approvers**

- 1  **Evžen Parťák**  
HR Business Partnering Manager
- 2  **Prokop Dveře**  
HR Manager

After picking the reason of reward just confirm and send WF – through „Confirm” button.



Please confirm your request

Submitting Bonus for extraordinary performance in Cafeteria request for Anna jsem Fialová.

extraordinary benefit for completion of the project

[Hide workflow participants](#)

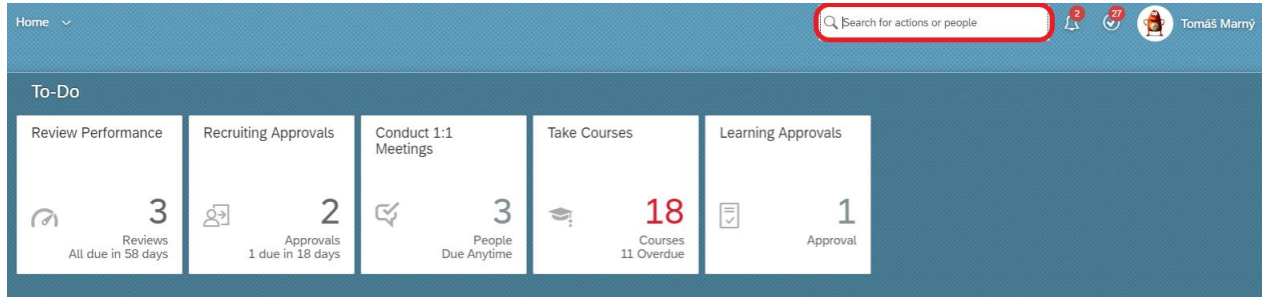
**Approvers**

- 1  **Evžen Parťák**  
HR Business Partnering Manager
- 2  **Prokop Dveře**  
HR Manager

## How to check WF (already in wage change)

### How to check the number of paid rewards:

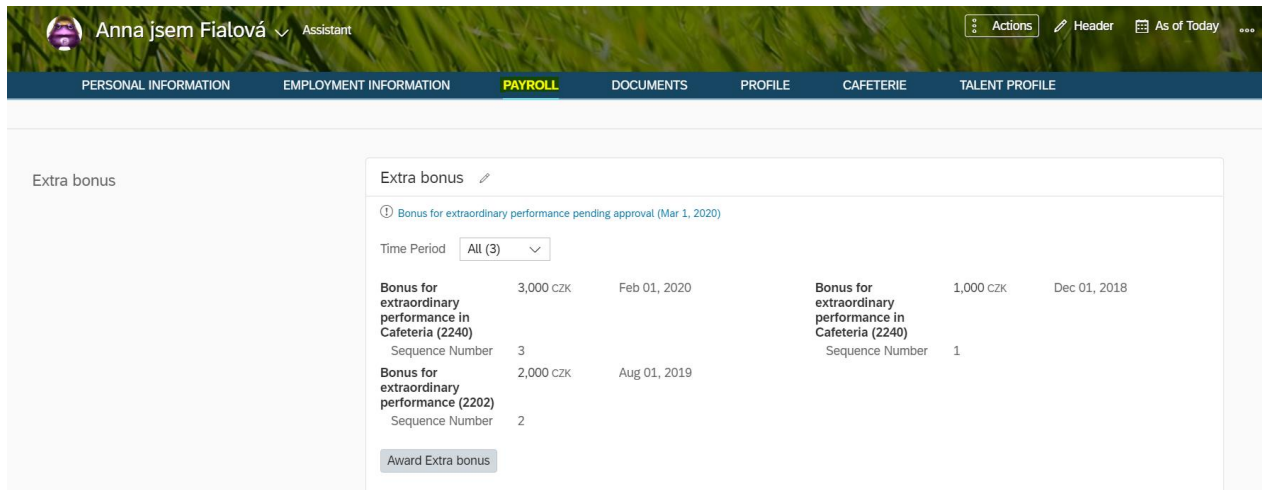
At first search for required employee by writing down the name in search window and confirm.



The screenshot shows a user interface with a search bar at the top right containing the text "Search for actions or people". Below the search bar is a "To-Do" section with five task cards:

- Review Performance**: 3 Reviews, All due in 58 days
- Recruiting Approvals**: 2 Approvals, 1 due in 18 days
- Conduct 1:1 Meetings**: 3 People, Due Anytime
- Take Courses**: 18 Courses, 11 Overdue
- Learning Approvals**: 1 Approval

Choose „Payroll“ section, you can find there all extra bonuses.



The screenshot shows the "Payroll" section of a user profile for Anna Jsem Fialová. The page displays a list of extra bonuses:

Time Period	Amount	Date	Description
All (3)			
	3,000 CZK	Feb 01, 2020	Bonus for extraordinary performance pending approval (Mar 1, 2020)
	2,000 CZK	Aug 01, 2019	Bonus for extraordinary performance (2202)
	1,000 CZK	Dec 01, 2018	Bonus for extraordinary performance in Cafeteria (2240)

Additional details for the Cafeteria bonuses:

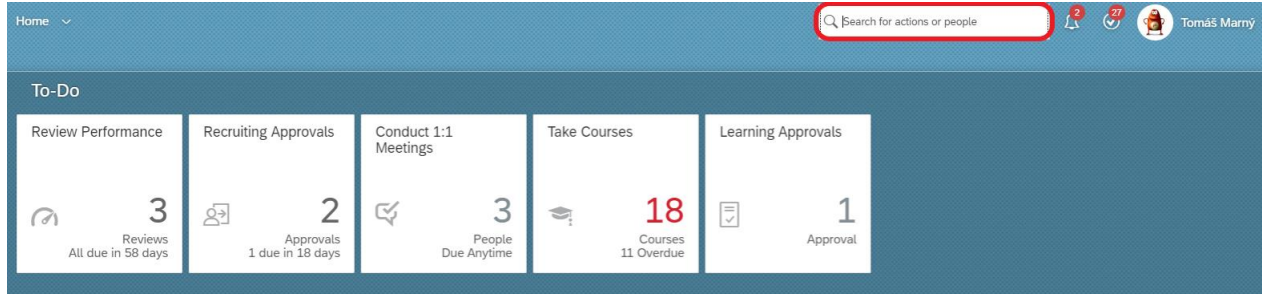
- Sequence Number 3 for the 2,000 CZK bonus.
- Sequence Number 1 for the 1,000 CZK bonus.

An "Award Extra bonus" button is visible at the bottom of the list.

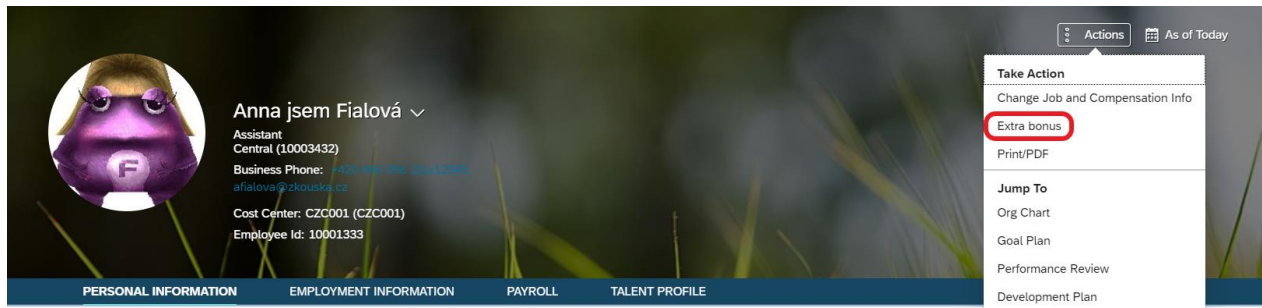
## 2. Possible way to enter extra bonus

On employee card = in his profile (for example through search window)

At first search for required employee by writing down the name in search window and confirm.



Choose „Action“ button and pick „Extra bonus“.



Fill in the necessary fields.

At first fill in the date (it is possible to use calendar button).

Extra bonus - Anna jsem Fialová

Extra bonus  
\*Issue Date  
Apr 03, 2020

\*Pay Component  
No Selection

\*Amount  
[Empty field]

\*Currency  
No Selection

Sequence Number  
[Empty field]

Extra bonus  
\*Issue Date  
Apr 01, 2020

Calendar view for April 2020:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Cancel Save


Choose the date when the changes should take effect from. **Validity** must always be **on the first day of the month**. You can enter current month's reward up to the 5th of the following month (so you can enter the December reward with effect from 1th December until 5th January).

Choose whether the reward will be paid to Extraordinary performance reward or Extraordinary performance reward in Cafeteria.


Extra bonus - Anna jsem Fialová

Extra bonus

\*Issue Date


Apr 01, 2020 

\*Pay Component

No Selection 

- Bonus for extraordinary performance (2202)
- Bonus for extraordinary performance in Cafeteria (2240)

\*Currency


No Selection 

Write down the amount of the reward and confirm by „Save“ button:


Extra bonus - Anna jsem Fialová

Extra bonus

\*Issue Date


Apr 01, 2020 

\*Pay Component

Bonus for extraord 

\*Amount

\*Currency

CZK 

Sequence Number

Cancel **Save**



WF approval starts, please **do not forget to describe the reason of change** for all approvers and history records.

Please confirm your request

Submitting Bonus for extraordinary performance in Cafeteria request for Anna jsem Fialová.

[Show workflow participants](#)



Recommendation: Check the approvers by click on „Show workflow participants”.

Please confirm your request

Submitting Bonus for extraordinary performance in Cafeteria request for Anna jsem Fialová.

[Hide workflow participants](#)

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HR Manager



After picking the reason of reward just confirm and send WF – through „Confirm“ button.

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Submitting Bonus for extraordinary performance in Cafeteria request for Anna jsem Fialová.

[Hide workflow participants](#)

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HR Manager