

Subject: Payment Request Forms Now Available and Upcoming Webinar!
Date: Friday, January 29, 2021 at 3:00:08 PM Eastern Standard Time
From: Franklin, Cedric K
To: awards@lists.gatech.edu
CC: Grant, Chaundra A, Harrington, Kim

Dear Award Managers,

The Incentive & Award [payment request forms](#) are now available via DocuSign!

Visit the [Georgia Tech Incentive & Awards](#) website for more details and [instructions](#).

IMPORTANT: Please verify your award type before completing the payment request forms. Some of the award types have been updated since my last communication. Please refer to the interactive [award list](#) on the site to confirm the incentive and award category before completing the request.

Additionally, consider attending the following Be Well session on award nominations, hosted by Employee Engagement.

Award Recognition Best Practices on Wednesday, February 3, Noon-1 p.m.
Nominating a colleague for an Institute award provides an opportunity for employees to be recognized for outstanding achievements over and beyond their regular job duties. Please join Laura Pusateri, Employee Engagement Manager within GTHR, for this info session as she discusses available awards and best practices for submitting nominations.

[RSVP here](#) by Tuesday, February 2

An attendee link and calendar entry will be sent after your RSVP submission.

Thank you,

Cedric Franklin, MBA
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