

**Subject:** FY21 Incentive & Awards Approval and Site Launch

**Date:** Friday, January 15, 2021 at 4:15:27 PM Eastern Standard Time

**From:** Franklin, Cedric K

**To:** awards@lists.gatech.edu

**CC:** Harrington, Kim, Grant, Chaundra A

Dear Award Managers,

We have received the official approval from USG to proceed with FY21 Incentives and Awards!

This means you can begin to publicize and promote your awards.

You will find approved awards listed on our newly launched [Georgia Tech Incentive & Awards](#) website!

- This webpage contains a real-time listing of approved awards that can be filtered by award type, awarding unit, and/or primary contact (award manager) for the award.
- You'll also find updates and pertinent information about the program here.
- Later this month, it will include DocuSign payment request forms and instructions.

### **Issuing Incentive & Award Payments through OneUSG**

The following is an overview of how we will proceed with issuing award payments. I understand many of you will be prepared to get started with the process as soon as the DocuSign forms are ready, so I offer the following instructions and information as a guide. Please read carefully.

In April, I will host a workshop to review the payment request process within OneUSG. In the meantime, if you would like to request a payment before then, the steps are outlined below for your convenience.

1. Complete the relevant DocuSign payment request form for your award type for each award recipient.
2. Login to OneUSG Connect.
3. Create a Supplemental Payment Request.
4. Select your Supplemental Pay Type. **This will be a one-time payment.**
5. Select the appropriate award **pay code** within OneUSG Connect (e.g. Goal Based Incentive, Employee Suggestion Program, etc.)  
**IMPORTANT:** If your award type is Exceptional Performance Incentive or Critical Skills Incentive please select "Employee Award" as the supplemental pay code. These two new award categories do **not** have supplemental pay codes. We are working to get these added, and I will notify you as soon as they are available.
6. Attach the completed DocuSign payment request form to your Supplemental Payment Request in OneUSG Connect.

It is always a pleasure working in collaboration with you all; If I can be of further assistance as you make your way through your award process and payment during this FY21 Incentive and Award season please feel free to reach out to me directly.

Thank you,

**Cedric Franklin, MBA**

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