valuesinaction

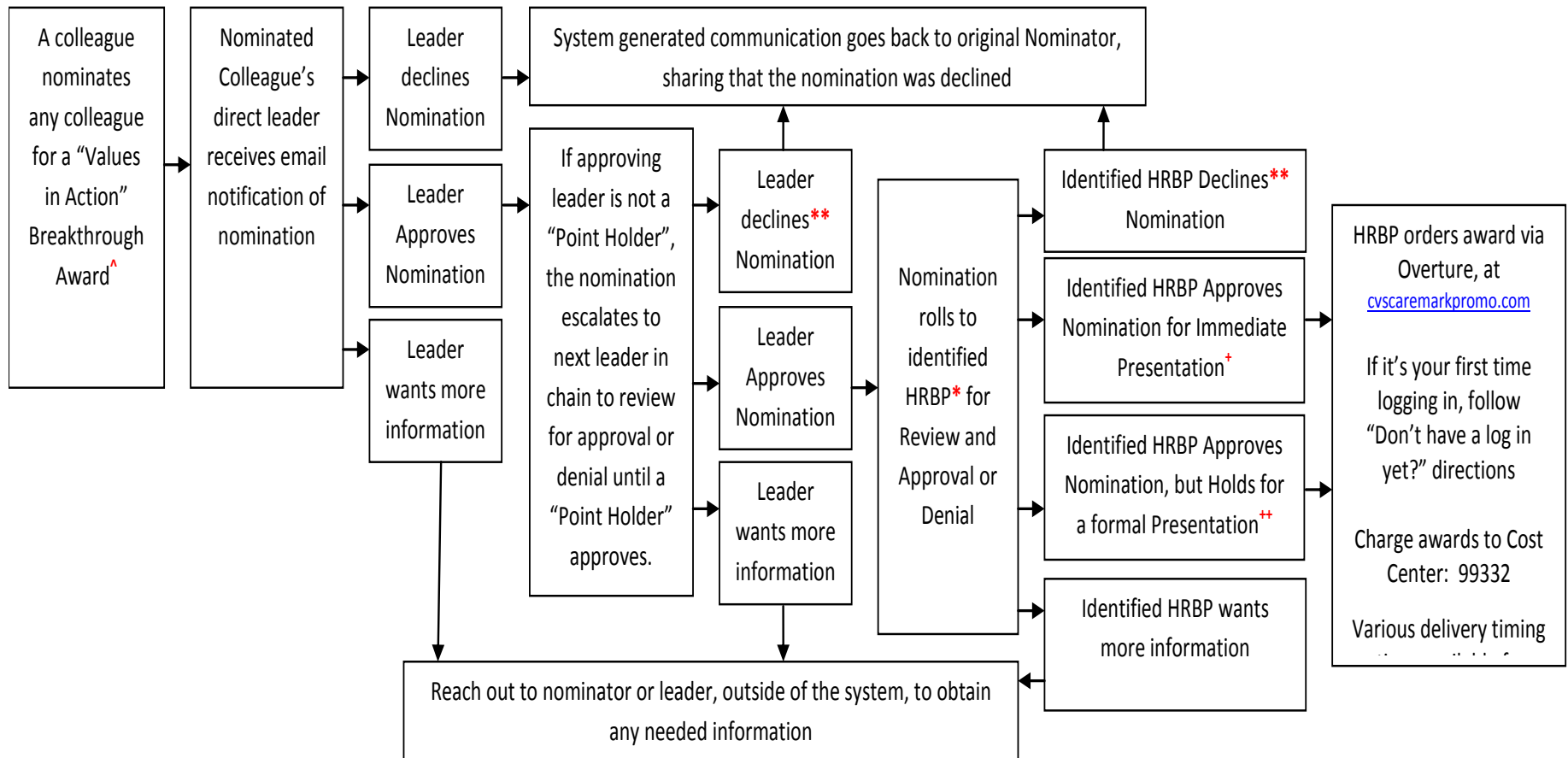Training Documentation – Reporting

Internal Discussion Only

Overview:

The Values in Action Breakthrough Award has been set up with 3 levels of approval for each nomination.

- Levels 1 & 2 at the Management/Leadership level
- Level 3 at the HRBP level

- The approvals hierarchy has been built into the system and you will *only* be notified by email when a nomination comes through where you have been indicated as an approver.

Values in Action Breakthrough Award Process Flow

A colleague nominates any colleague for a "Values in Action" Breakthrough Award^

→ Nominated Colleague's direct leader receives email notification of nomination

→ Leader declines Nomination

→ System generated communication goes back to original Nominator, sharing that the nomination was declined

Leader Approves Nomination

→ If approving leader is not a "Point Holder", the nomination escalates to next leader in chain to review for approval or denial until a "Point Holder" approves.

→ Leader declines** Nomination

→ Leader Approves Nomination

→ Leader wants more information

Nomination rolls to identified HRBP* for Review and Approval or Denial

→ Identified HRBP Declines** Nomination

→ Identified HRBP Approves Nomination for Immediate Presentation+

→ Identified HRBP Approves Nomination, but Holds for a formal Presentation++

→ Identified HRBP wants more information

HRBP orders award via Overture, at cvscaremarkpromo.com

If it's your first time logging in, follow "Don't have a log in yet?" directions

Charge awards to Cost Center: 99332

Various delivery timing

Leader wants more information

Reach out to nominator or leader, outside of the system, to obtain any needed information

** Please see next slide for details

3

- Recipients of a "Values in Action Breakthrough Award" will receive a plaque, points, and public recognition on the Values in Action newsfeed (some may be recognized at Town Halls). Cost of plaque and points hits a corporate, centralized, cost center... unlike "Thanks to You! with points", which comes from the nominator's points budget.

- HRBP is currently identified through a PeopleSoft non-store area table. Generally, it is the Sr HRBP (i.e. Randy Stowell, Bob Botsford, Tana Harlan, Dave Pritts, Jimmy Griffin, Lisa Whiting). Due to some current PeopleSoft limitations, in most cases the identified HRBP on the non-store area table cannot be transferred.

- As soon as the HRBP approves the award issuance in the system, an electronic notification will be sent to the recipient and their account will update with points, and the newsfeed will announce the recipient. So, HRBPs should not approve in the system until all parties are ready for the information to go public.

- HRBP's are also given the option to supply a date to Award and Delay, which will delay announcing the information until a specific date and time. When that date arrives, an electronic notification will be sent to the recipient and their account will update with points, and the newsfeed will announce the recipient.
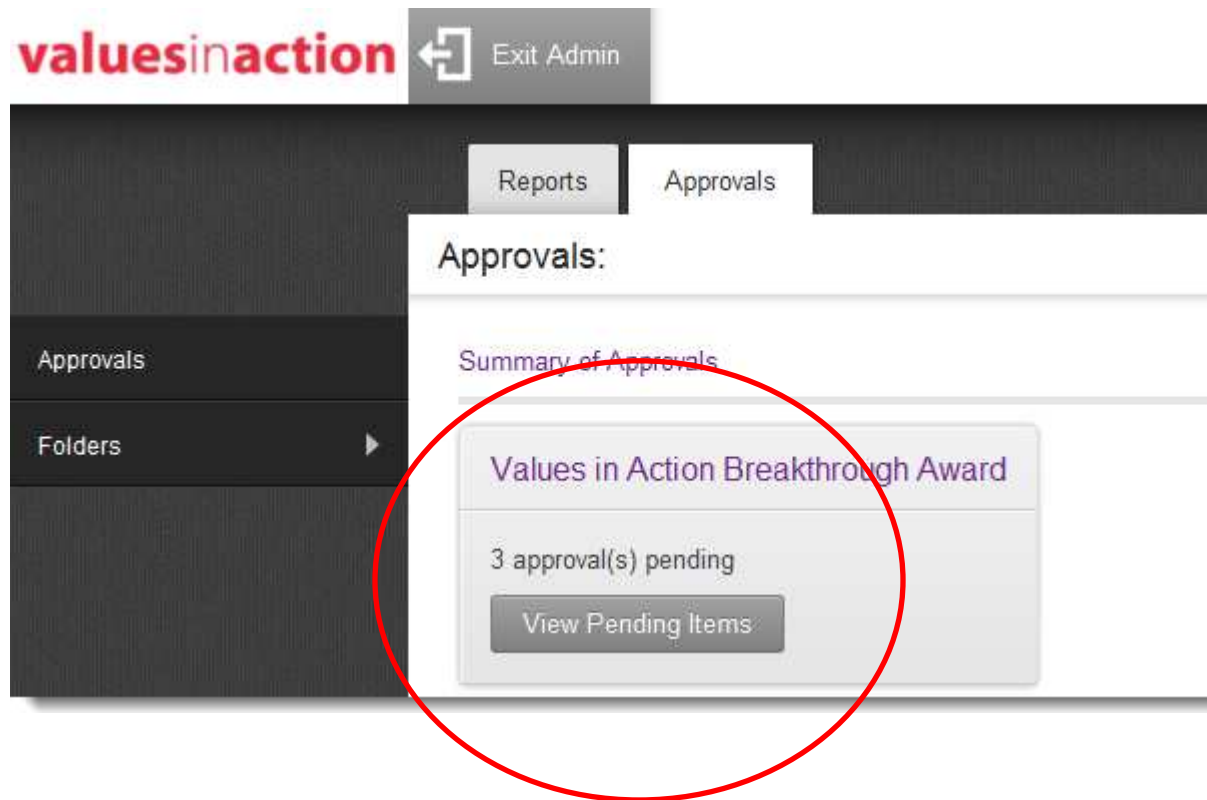
Step 1: Login to Values In Action

Go to **http://myRecognition.CVSCaremark.com**

Links to the Values in Action site are also available through MyLife, RADAR, and MyHR.cvs.com

Step 2: Click on ADMIN and select Approvals

▪ The **Admin** button is located on the top right-hand side of the main landing page.

Step 3: The system will now show how many approvals you have pending.
Click on this link to view nominations.

Step 5: You will now see the full list of nominees pending your approval.

Clicki on a nomination on the left of the page to open the details of that nomination on the right.
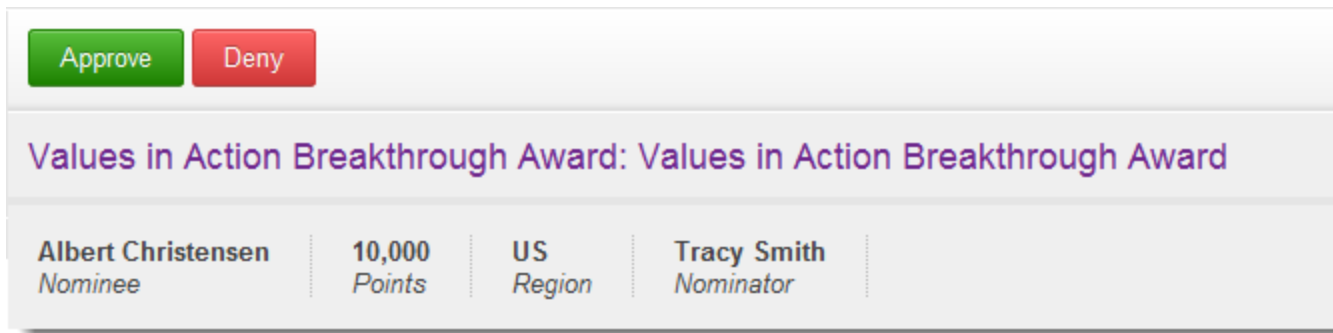
Step 6: Review the Nomination details on the right hand side of the screen. Scroll down to view past approver comments as well as the nomination process chain.

To view past comments click:

To view nomination process chain click:

To print nomination details click:

Step 7: Once reviewed please either Approve or Deny nominations and provide comments where prompted.

Approve	Deny

Values in Action Breakthrough Award: Values in Action Breakthrough Award

Albert Christensen	10,000	US	Tracy Smith
Nominee	Points	Region	Nominator

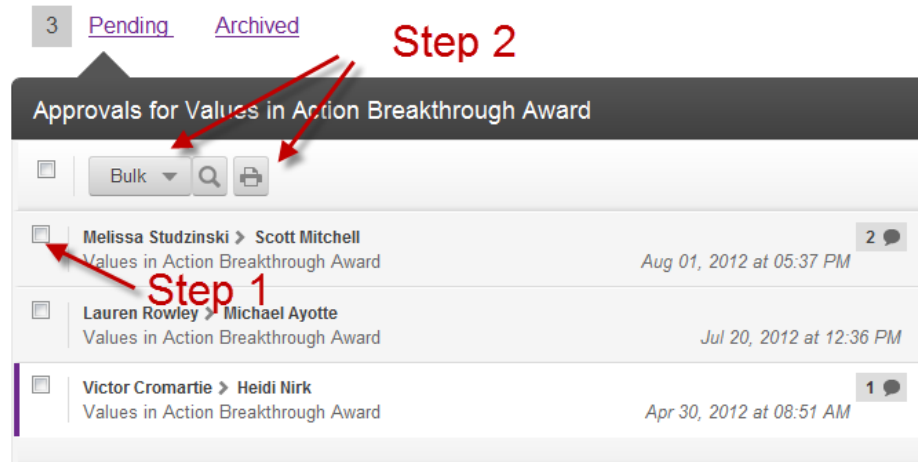**Bulk Approvals and Printing:**

You can now approve/deny and print multiple nominations using the BULK too.

Step 1. Select the nominations you wish to approve/deny or print by checking the selection box.

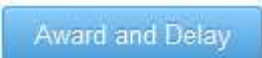Step 2. Click on [Bulk ▼] and select Approve or Deny or click 🖨 to Print

HRBP – Awarding

HRBP's at Level 3 will follow the same process as outlined on previous slides, , however at this step you will be given the option to Deny , Award or Award and Delay nominations.

Selecting [Award] will prompt you provide comments and then will immediately notify the recipients of the award and points.

Selecting [Award and Delay] will allow you to chose a date and time in the future when the system will automatically notify the nominee on receiving the award and points.