

**Submitting
Performance Awards
Using the Appraisal Entry Tool
in AutoNOA**

(A Step-by-Step Example)

SWD CPAC

Objective

To submit employee Performance Awards after entering their TAPES Performance Appraisals.

1.) After the employee's Performance Appraisal has been submitted, select the "CLICK HERE TO SUBMIT A PERFORMANCE AWARD FOR THIS EMPLOYEE" link to begin the award submission process.

Appraisal Entry

TAPES Form

Home

Welcome to the AutoNOA appraisal entry form.

Thank you for your submission.

1.

[Click here to submit a performance award for this employee.](#)

[Insert Another Appraisal](#)

2.) The Requestor should complete the “Required Information” and “Optional Remarks” as necessary and click “SUBMIT AWARD” to initiate the Award approval process.

NOTES:

- It is encouraged to enter the “EFFECTIVE DATE” of the Award(s) as the same day that the awards are being submitted.
- The system will NOT allow an Award to be submitted that does not have an effective date within 30 days of the current date.

Employee Information		
Name	Title	Plan - Series - Grade
JOHN DOE	HR SPECIALIST	GS-0201-09

Required Information	
Select Award Type	<input type="radio"/> 840 Performance Award <input type="radio"/> 846 Time Off Award <input checked="" type="radio"/> Both 840 & 846 Awards
Performance Award Amount	1000
Time Off Award Hours	40
Effective Date	7/20/2012
Authorizer	SMITH, SALLY S. ▾
RM Approver (Optional)	N/A ▾

Optional Remarks	
Performance Award Remarks	
ZZZ Remark:	Performance Award for [Rating period 01 Oct 2010 through 31 Oct 2011] .
Part D Remark:	PR&C% 45678
Time Off Award Remarks	
ZZZ Remark:	Time Off Award for [Rating period 01 Oct 2010 through 31 Oct 2011] .
Part D Remark:	

2.

Submit Award

After submitting the award, an email notification will be sent to the Authorizer to authorize the award.

Performance Award Entry

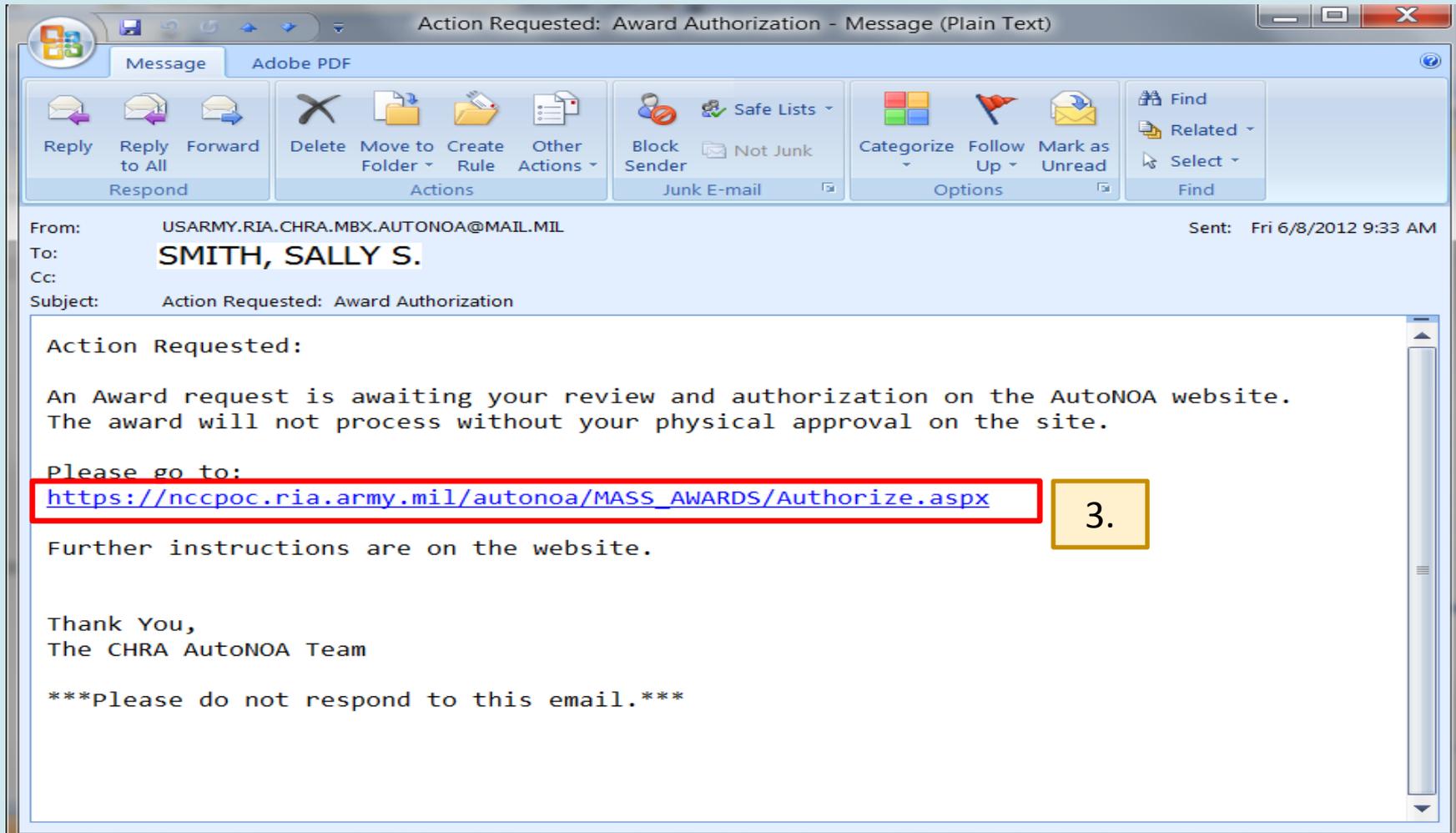
[Home](#)

Thank you for your submission.

An email notification has been sent to the authorizer to authorize the award.

[Submit another appraisal](#)

3.) Once the email has been received, follow the link to be taken directly to the award pending approval.



Here are the awards pending the Authorizer's approval.

4.) To authorize the award(s), the Authorizer can either:

a.) Select the corresponding checkbox(es) for each award and click "SUBMIT REQUEST", or

b.) Select the "AUTHORIZE ALL" button and click "SUBMIT REQUEST"

NOTE: To modify the award amount(s), click on the "WRONG AWARD AMOUNT? CLICK HERE TO MODIFY THE AMOUNT" link at the top center portion of the page.

Main Menu

Home

Requester >

Authorizer >

RMM Approval >

Award Submissions

[Wrong Award Amount? Click Here To Modify the Amount.](#)

<u>Request ID</u>	<u>Ticket Name</u>	<u>EMPLOYEE</u>	<u>Employee Number</u>	<u>Effective Date</u>	<u>NOA</u>	<u>Payment Type</u>	<u>Award Amount</u>	<u>Requested By</u>	<u>Ticket Number</u>	<u>Remarks</u>	<u>Authorize</u>	<u>Deny</u>
125393		JOHN DOE		08 Jul 2012	840 - Performance	Dollar Amount	1000		AWRD045733	PR&C# 45678	<input type="checkbox"/>	<input type="checkbox"/>
125394		JOHN DOE		08 Jul 2012	846 - Time Off	Hours	40		AWRD045734		<input type="checkbox"/>	<input type="checkbox"/>

4.

5.) Once the awards have successfully been submitted for processing, click “CONTINUE” to return to the Home screen.

The screenshot displays the AutoNOA web application interface. On the left is a blue navigation menu with the following items: Main Menu, Home, Requester ▶, Authorizer ▶, and RMM Approval ▶. The top header is blue and contains the Department of the Army seal on the left, the text "AutoNOA" in the center, and the Army HR Solutions Command seal on the right. The main content area has a light beige background and features the title "Award Submissions" in large black font. Below the title, the text "These people have successfully been submitted for processing." is displayed. Underneath this text is a list item "5." enclosed in a yellow box, followed by a blue button labeled "Continue" enclosed in a red box.

6.) The Authorizer may view the history of the awards that have recently been authorized by scrolling over the "AUTHORIZER" tab and clicking on "HISTORY." From here, the recent award submissions and their completion status can be seen.



AutoNOA

Award Submissions

6.

<u>Approved</u>	<u>EMPLOYEE</u>	<u>Employee Number</u>	<u>Effective Date</u>	<u>Award Amount</u>	<u>Requested By</u>	<u>Submit Date</u>	<u>Complete</u>	<u>Error</u>	<u>RM Approved</u>
Y	JOHN DOE		08 Jul 2012	40		6/8/2012 9:43:16 AM			N/A
Y	JOHN DOE		08 Jul 2012	1500		6/8/2012 9:43:16 AM	6/8/2012 9:46:20 AM		N/A

7.) The Authorizer may view other awards pending approval for employees in their organization by scrolling over the “AUTHORIZER” tab and clicking “AUTHORIZE.” Currently, there are no records that are ready to be authorized (as shown below).

NOTE: If the Authorizer does not authorize the award within 30 days of submission, it will automatically be deleted from the system and the employee will NOT receive the award.

AutoNOA

Award Submissions

New: Any ticket not fully submitted for processing will be deleted after 30 days of inactivity.

[Wrong Award Amount? Click Here To Modify the Amount.](#)

Request ID	Ticket Name	EMPLOYEE	Employee Number	Effective Date	NOA	Payment Type	Award Amount	Requested By	Ticket Number	Remarks	Authorize	Deny
No records are ready to be Authorized												

8.) The Requestor may also view the awards that they submitted and their completion status by scrolling over the “REQUESTOR” tab and clicking “VIEW UPDATE.”

9.) The most recently created tickets will flow to the top. Select a ticket number and click “VIEW REQUEST” to proceed.

The screenshot displays the AutoNOA web application interface. At the top, there is a blue header bar containing the Department of the Army logo on the left, the text "AutoNOA" in the center, and the HR Solutions Command logo on the right. Below the header, a navigation menu is visible on the left side, with options: "Main Menu", "Home", "Requester", "Authorizer", and "RMM Approval". The "Requester" option is expanded, showing "Create New Ticket" and "View/Update". The "View/Update" button is highlighted with a red box and labeled with a yellow box containing the number "8.". The main content area is titled "Award Submissions" and features a red notification message: "New ticket order: Your newest tickets will flow to the top." Below this, there is a "Ticket Number" section with a dropdown menu showing "AWRD045734" selected. A "View Request" button is highlighted with a red box and labeled with a yellow box containing the number "9.". Below the dropdown, two other ticket numbers are listed: "AWRD045734" and "AWRD045733".

10.) Here is an example of the View/Update Award Status screen.

The Requestor can see that the award has been authorized and is currently "IN PROCESSING"

NOTE: Awards can no longer be modified when they are In Processing.

AutoNOA

Award Submissions

New ticket order: Your newest tickets will flow to the top.

Ticket Number
AWRD045734 [View Request](#)

[Modify Ticket](#) [Add Another User](#)

Row	Employee	Employee Number	Last Update	Requested	Authorized	RM Approval	Request Number	RPA Created	Award Status	ERROR
1	JOHN DOE		08 Jun 2012	Y	Y		12JUN8C8_CPOC0920031	6/8/2012 9:46:54 AM	In Processing	

Additional Resources

- CPAC Contact List:
 - <http://www.swf.usace.army.mil/swd-cpac/phone.asp>