

# Recognition Module - Objectives

## Engage

1. To strengthen employee engagement

2. To encourage employees' participation using creativity platform



## Appreciate

1. Cultivate the act of giving and appreciating employees' effort

2. To build self-esteem and a sense of belonging for employees



## Reward

1. To recognize individual effort and outstanding behaviors

2. Small token of appreciation to reward employees



# Recognition Module – #TicMe

## Concept

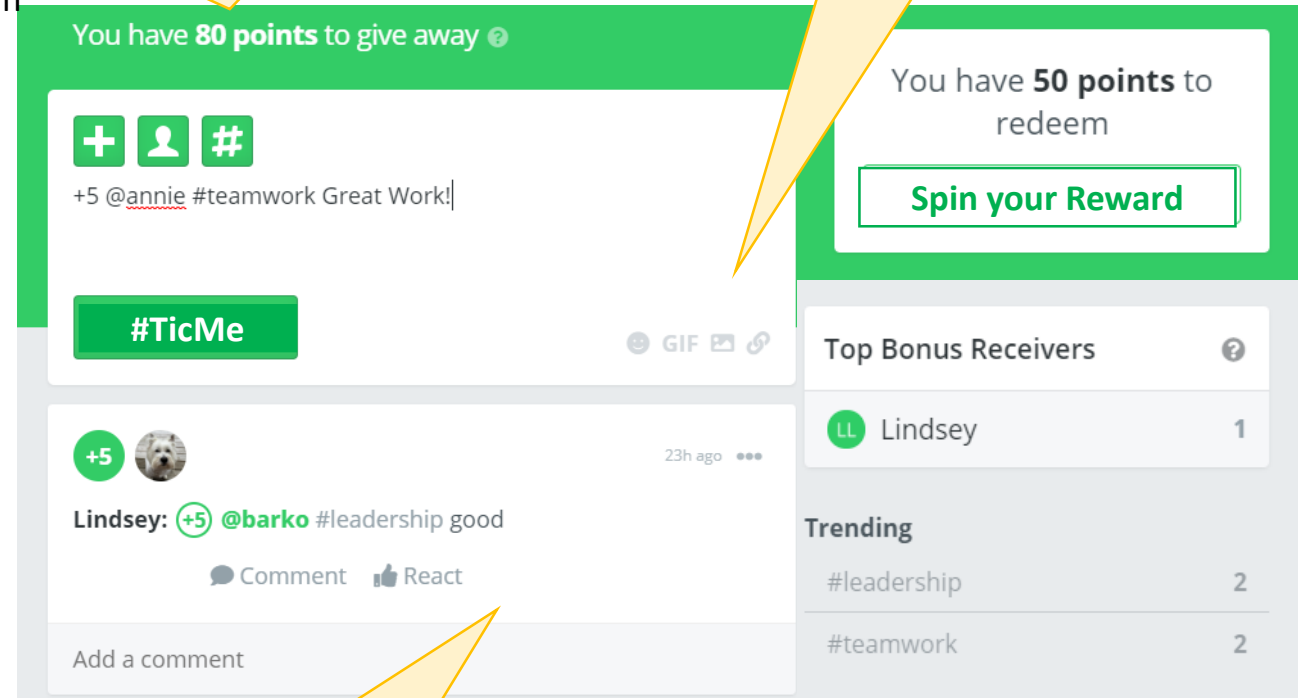
- A platform for staff recognition by giving points.
- Accumulated earned points can be used to exchange for reward (sure-win game)

## Mechanism

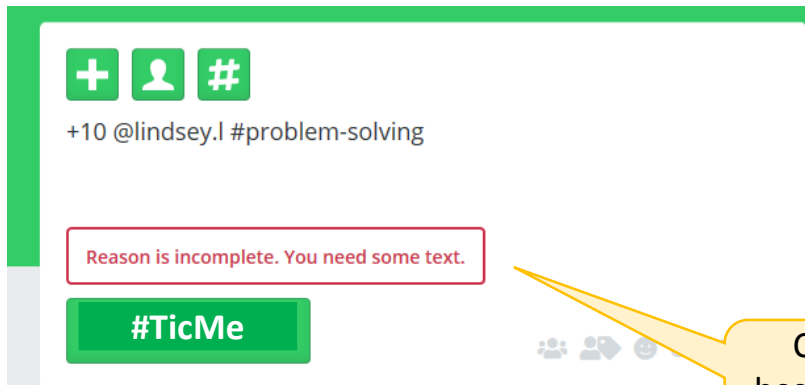
- Each individual will be given 50 points (Expires Monthly)
- Min of 5 points up to max 10 points to give each individual monthly
- In the same month, can only give points to the same individual once.
- Pre-defined 25 Hashtags (values), limit up to 3 hashtags in a comment.
- Can only submit if someone is being tagged with at least 1 hashtag and comment.
- Once posted, anyone can comment / like.
- Reward extra points for birthday/work anniversary of staff (automated awards)

Points auto updated once given out.  
Refresh every 1<sup>st</sup> of the month.  
Cannot be accumulated.  
Notify staff of unutilised points and monthly reset.

Besides hashtags, give points & tagging, can also attached image, emoji, links.



Entries auto shown in newsfeed to all after submission.



Comment is a must besides points, hashtags and tagging.

# Recognition Module – #TicMe

You have 80 points to give away

+ #

+5 @annie #teamwork Great Work!

#TicMe

GIF

+5 H

1mo ago

Lindsey: +5 @humancapital #teamwork great work!

Add On Comment React

Add a comment

Add

+ # GIF

+25 LL

18m ago

Humancapital: +25 @lindsey.l #teamwork team player

Add On Comment React

thank you!

# Save Cancel

You have 50 points to redeem

Spin your Reward

Top Bonus Receivers

LL Lindsey 1

Trending

#leadership 2

#teamwork 2

Anyone can like or add comments, can include functions like tagging, image, links, emoji.

Edit Screen after commenting. Can Save or Cancel. Can include functions like tagging, image, links, emoji.

# Recognition Module – #TicMe

Rewards list can be revised / changed back end by HR



## Rewards

### Wheel of Fortune Game

Each spin cost **250** points.

1. A Pair of Movie Tickets
2. \$10 Shopping Voucher
3. \$50 Shopping Voucher
4. \$2 Free Beverages Voucher
- 5 Free 1x spin
6. Free 2x spin

### Mechanism (refresh yearly)

- Movie Tix – 30 pairs (e.g monthly 1 winner)
- \$10 voucher – 100x
- \$2 voucher – unlimited
- \$50 voucher – 20x

Announce the winners in newsfeed

You have **80 points** to give away ?

+5 @annie #teamwork Great Work!

#TicMe

1mo ago

Lindsey: +5 @humancapital #teamwork great work!

Add On Comment React

Add a comment

Add

+ # GIF

+25 @lindsey.l #teamwork team player 🥳

Add On Comment React

thank you!

# GIF Save | Cancel

You have **50 points** to redeem

Spin your Reward

Top Bonus Receivers

LL

Lindsey1

Top Bonus Senders

LL

Lindsey1

Trending

#leadership2

#teamwork2

Earned points can be accumulated to spin the wheel.

List top 5 for each category.

List top 5 trending hashtags.

Reference: Bonusly <https://bonus.ly/bonuses>

# Recognition Module – #TicMe

## 25 Badges (Level Up Concept)

Received 40 hashtags to complete each badge.  
Total of 1000 hashtags, hit 750 hashtags or more to complete all 10 levels.

- Level 1 - (#1-49) Great Etiqan
- Level 2 - (#50-149) Wonderful Etiqan
- Level 3 - (#150-249) Excellent Etiqan
- Level 4 - (#250-299) Outstanding Etiqan
- Level 5 - (#300-399) Remarkable Etiqan
- Level 6 - (#400-499) Solid Etiqan
- Level 7 - (#500-599) Extraordinary Etiqan
- Level 8 - (#600-699) Captain Etiqan
- Level 9 - (#700-749) Rising Star Etiqan
- Level 10 - (#750-1000) Grand Master Etiqan

\*Hashtags and Badges are the same.

You have 80 points to give away ?

+ #

+5 @annie #teamwork Great Work!

#TicMe

+5 H

Lindsey: +5 @humancapital #teamwork great work!

Add On Comment React

Add a comment

Add

+25 LL

Humancapital: +25 @lindsey.l #teamwork team player

Add On Comment React

thank you!

You have 50 points to redeem

Spin your Reward

Top Bonus Receivers

LL Lindsey 1

Top Bonus Senders

LL Lindsey 1

Trending

#leadership 2

#teamwork 2

Leaderboard

|       | #   | Level |
|-------|-----|-------|
| Sam   | 150 | Lv 2  |
| Annie | 120 | Lv 1  |

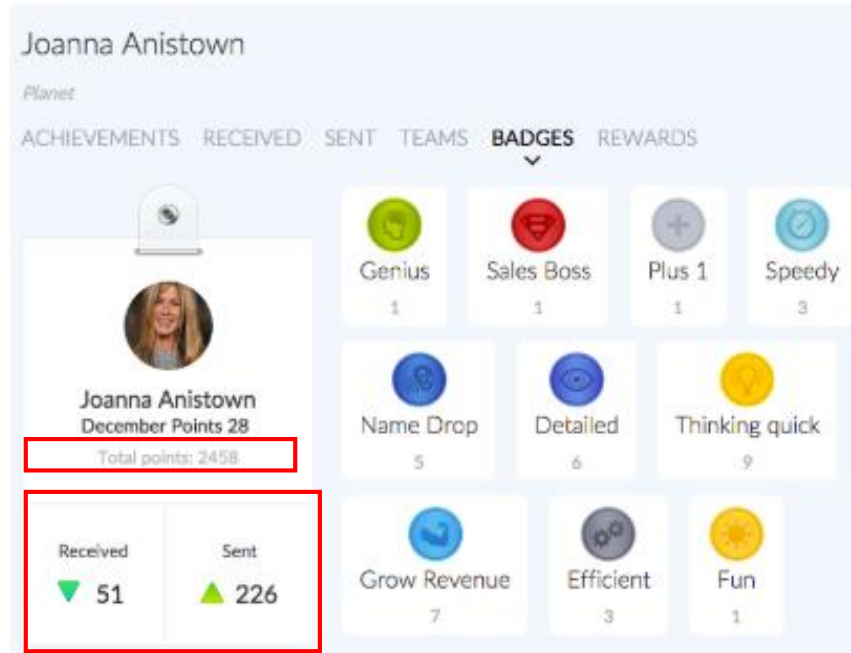
Based on total of hashtags received. Display Top 5 Staff Name with total hashtags and the level achieved.

# Recognition Module – #TicMe

**\*Hashtags and Badges are the same.**

## 25 Hashtags/Badges

Collaborator  
Contributor  
Creativity  
Customer Service  
Efficient  
Excellence  
Fairness  
Helpful  
Honesty  
Initiative  
Inspiring  
Innovator  
Knowledgeable  
Leader  
Listener  
Motivator  
Problem Solver  
Productive  
Reliable  
Responsive  
Responsible  
Resourceful  
Role Model  
Team Player  
Thoughtful



## A page for Individual Dashboard (Under My Profile)

- Redeemable Points
- Badges (display those awarded and the percentage)
- Received (points)
- Sent (points)
- Rewards
- Track points (earn and redeem / given) and types of rewards received (vouchers etc) with date and time.

# Recognition Module – #TicMe (Admin View - Dashboard)

## Bonus being rewarded to staff





### Manage

Filter users

Filter by date

August 2019

Export to CSV

| From         | To        | Date        | Amount    | Hashtags            | Message  |   |
|--------------|-----------|-------------|-----------|---------------------|--|---|
| Welcome Bot  | Collin sm | 8 hours ago | 25 points | #welcome-to-bonusly | Welcome to Bonusly. @collin.sm! We're recognizing you with +25 just for getting started. :green_heart: #welcome-to-bonusly |  |
| Humancapital | Lindsey   | 21-Aug-2019 | 15 points | #leadership         | +15 @lindsey.l #leadership ok  |  |
| Lindsey      | Lindsey   | 21-Aug-2019 | 0 points  | —                   | thank you! (comment on: +25 @lindsey.l #teamwork team player ...)  |  |
| Humancapital | Lindsey   | 21-Aug-2019 | 25 points | #teamwork           | +25 @lindsey.l #teamwork team player :grin:  |  |

## Tracker of Staff Redemption

### Manage

Filter users

Filter by date

August 2019

Export to CSV

| From         | To        | Date        | Amount    | Hashtags            | Message  |  |
|--------------|-----------|-------------|-----------|---------------------|--|--|
| Welcome Bot  | Collin sm | 8 hours ago | 25 points | #welcome-to-bonusly | Welcome to Bonusly. @collin.sm! We're recognizing you with +25 just for getting started. :green_heart: #welcome-to-bonusly |  |
| Humancapital | Lindsey   | 21-Aug-2019 | 15 points | #leadership         | +15 @lindsey.l #leadership ok  |  |
| Lindsey      | Lindsey   | 21-Aug-2019 | 0 points  | —                   | thank you! (comment on: +25 @lindsey.l #teamwork team player ...)  |  |
| Humancapital | Lindsey   | 21-Aug-2019 | 25 points | #teamwork           | +25 @lindsey.l #teamwork team player :grin:  |  |

# Recognition Module – #TicMe (Admin View - Dashboard)

## Staff Points

### Manage

Add user

Bulk upload users

Export to CSV

Include: ☐ Archived






Filter users

Resend all pending invites

Share an invite link

https://bonus.ly/join/5d2d2780d14c73004f3eaa35

Copy Link

| Email ^   | First name   | Last name | Admin Permissions   | Country | Department | Location | Role | Mode   | Last Active   | Last Invited | Allowance Boost | Allowance Balance | Has Reports? |                           |
|---|--------------|-----------|---|---------|------------|----------|------|--------|---------------|--------------|-----------------|-------------------|--------------|---------------------------|
|  collin.sm@etiqua.com.sg    | collin.sm    |           |  | -       | -          | -        | -    | normal | activate      | 22-Aug-2019  | 0               | 100 points        | No           | <div>EditDeactivate</div> |
|  humancapital@etiqua.com.sg | humancapital |           | -   | SG      | -          | -        | -    | normal | 19 hours ago  | 16-Aug-2019  | 0               | 60 points         | No           | <div>EditDeactivate</div> |
|  lindsey.l@etiqua.com.sg    | Lindsey      | Loh       |  | SG      | -          | -        | -    | normal | 3 minutes ago | -            | 0               | 110 points        | No           | <div>Edit</div>           |

| Email   | First name | Last name | Department | Location | Role | Lifetime Earnings | Earnings  | Current Balance | Bonuses Received | Unique Givers |                   |
|---|------------|-----------|------------|----------|------|-------------------|-----------|-----------------|------------------|---------------|-------------------|
|  lindsey.l@etiqua.com.sg    | Lindsey    | Loh       | —          | —        | —    | 65 points         | 40 points | 55 points       | 2                | 1             | <div>Detail</div> |
|  humancapital@etiqua.com.sg | —          | —         | —          | —        | —    | 30 points         | 0 points  | 30 points       | 0                | 0             | <div>Detail</div> |
|  collin.sm@etiqua.com.sg   | —          | —         | —          | —        | —    | 25 points         | 25 points | 25 points       | 1                | 1             | <div>Detail</div> |
| Subtotal  |            |           |            |          |      | 120 points        | 65 points | 110 points      | 3                | —             |                   |

|             |        | Amount  | Balance               |
|-------------|--------|---|-----------------------|
| 21-Aug-2019 | Reward | 10 Points Allowance Boost   | (10 points) 55 points |
| 21-Aug-2019 | Bonus  | Humancapital: +15 @lindsey.l #leadership ok   | 15 points 65 points   |
| 21-Aug-2019 | Bonus  | Humancapital: +25 @lindsey.l #teamwork team player :grin:   | 25 points 50 points   |
| 16-Jul-2019 | Bonus  | Welcome Bot: Welcome to Bonusly, @lindsey.l! We're recognizing you with +25 just for getting started. :green_heart: #welcome-to-bonusly | 25 points 25 points   |

When click on details



# Recognition Module – #TicMe (Admin View - Dashboard)

## Award Bonus

Awards

PRO

Manual

Automated

Claimable

|                        | Giver                | Reason   |                 |
|------------------------|----------------------|--|-----------------|
| <div><div></div></div> | Welcome Bot          | Welcome to Bonusly, @receiver_username! We're recognizing you with +25 just for getting started. :green_heart: #welcome-to-bonusly | <div>Edit</div> |
| <div><div></div></div> | Birthday Bot         | @receiver_username Here is +25 to celebrate your birthday on anniversary_date. Happy Birthday! :birthday:                          | <div>Edit</div> |
| <div><div></div></div> | Work Anniversary Bot | Congratulations @receiver_username on your nth anniversary at company_name! Here is +bonus_amount to celebrate! :balloon:          | <div>Edit</div> |

?

 For more information, [read about Awards](#) in our help center.

### Automated Bonus

1. Birthday Bonus
2. Work Anniversary Bonus
3. First Bonus Given?

Awards

PRO

Manual

Automated

Claimable

|                        | Giver                | Reason   |                 |
|------------------------|----------------------|--|-----------------|
| <div><div></div></div> | Welcome Bot          | Welcome to Bonusly, @receiver_username! We're recognizing you with +25 just for getting started. :green_heart: #welcome-to-bonusly | <div>Edit</div> |
| <div><div></div></div> | Birthday Bot         | @receiver_username Here is +25 to celebrate your birthday on anniversary_date. Happy Birthday! :birthday:                          | <div>Edit</div> |
| <div><div></div></div> | Work Anniversary Bot | Congratulations @receiver_username on your nth anniversary at company_name! Here is +bonus_amount to celebrate! :balloon:          | <div>Edit</div> |

?

 For more information, [read about Awards](#) in our help center.

Edit an Award

Role

Birthday

Bonus

@receiver\_username Here is +bonus\_amount to celebrate your birthday on anniversary\_date. Happy Birthday! :birthday:

Note: bonus\_amount is 25: derived from your monthly allowance. You can set it to any amount you'd like by changing it to a number (e.g. +100).

Bonus privacy

Publicly Visible

Public bonuses are visible by anyone in the company. Private bonuses are only visible to the giver and receiver(s). Immediate team indicates that the people directly underneath the same manager can also see the bonus. Company admins and managers of the giver and receiver(s) can also see the bonus.

Save

Cancel

When click on Edit

Should also have a template form to manually add points for individuals.

# Recognition Module – #TicMe (Admin View - Dashboard)

- Top Bonus Receiver - Show all receivers by ranking
- Top Bonus Senders - Show all senders by ranking
- Trending Hashtags – Show all 25 with number of times commented.
- Leaderboard – Show all by ranking with no. of hashtags and level achieved
- Staff Participation – in terms of dept? (given/received)

## Participation

Export to CSV

Include: ☐ Archived

Filter users

|    | Email  | First name   | Last name | Department | Location | Role | Allowance Balance | Given Last Month | Given This Month | Last Bonus Given |
|----|--|--------------|-----------|------------|----------|------|-------------------|------------------|------------------|------------------|
| LL | <a href="mailto:lindsey.l@etiq.com.sg">lindsey.l@etiq.com.sg</a>       | Lindsey      | Loh       | —          | —        | —    | 110 points        | 5 points         | 0 points         | 2 days ago       |
| H  | <a href="mailto:humancapital@etiq.com.sg">humancapital@etiq.com.sg</a> | humancapital |           | —          | —        | —    | 60 points         | 0 points         | 40 points        | 2 days ago       |
| CS | <a href="mailto:collin.sm@etiq.com.sg">collin.sm@etiq.com.sg</a>       | collin.sm    |           | —          | —        | —    | 100 points        | 0 points         | 0 points         | -                |