

Census Awards & Recognition System



Office of Personnel Management
Strategic Compensation Conference

August 28, 2002

U S C E N S U S B U R E A U



2002

What is CARS?

Census Awards and Recognition System (CARS)

is an automated, web-based awards application

Managers, supervisors, and administrative officers may use **CARS** for all aspects of the awards process.

Depending on access and approval levels, users are able to initiate and approve awards, create users, track awards, and generate awards data and reports.



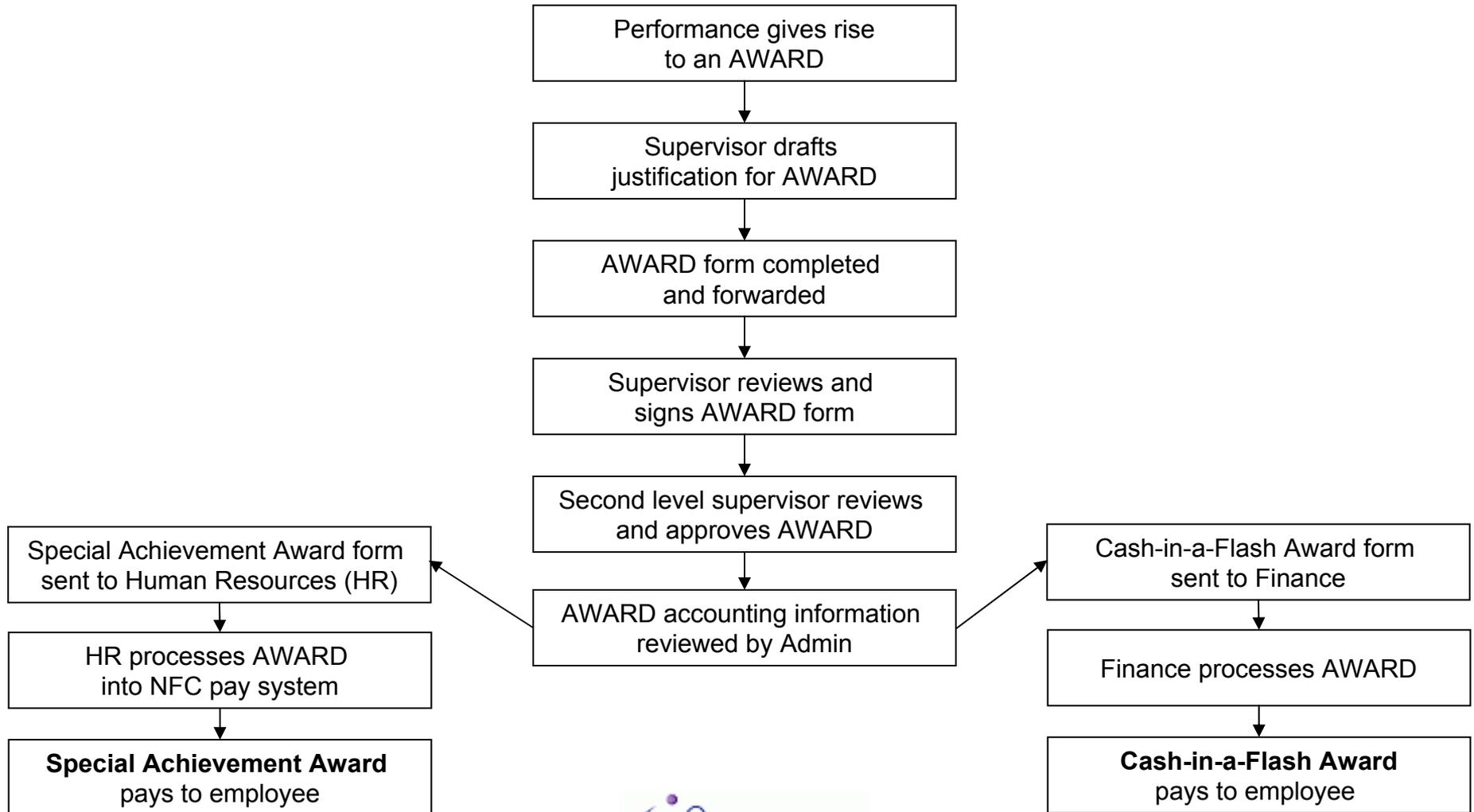
Awards Process Before CARS

Administratively Burdensome

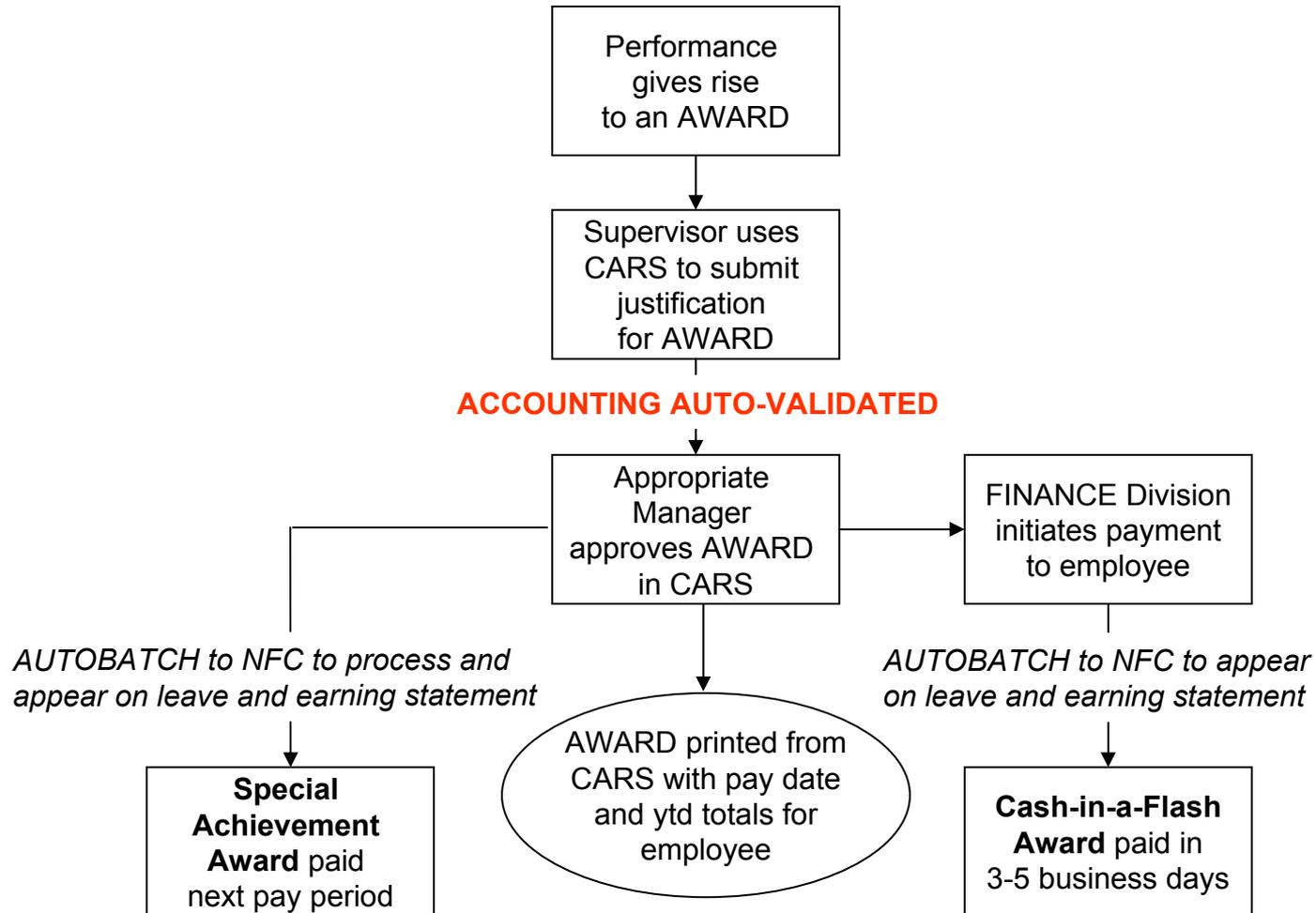
- ▶ **Paper intensive**
- ▶ **Time consuming**
- ▶ **Manual processing**
- ▶ **Filing nightmare**
- ▶ **Continuous research required**
- ▶ **Duplicate awards/lost documentation**
- ▶ **Fragmented means to monitor budget expenditures**
- ▶ **Authorization uncertain**
- ▶ **Delegated authorities unclear**



Awards Process Before CARS



CARS Streamlined Process



Advantages for the Agency

- ▶ **Expedites the payment of awards**
- ▶ **Ensures valid cost accounting**
- ▶ **Reduces paperwork**
- ▶ **Streamlines the time it takes to create, approve, and process awards; electronic routing and approval**
- ▶ **Automatically tracks individual employee's awards history**
- ▶ **Allows managers to check current awards balances and limits of their employees**
- ▶ **Gives managers "hands-on" access to awards data for budget, tracking, and reporting purposes**
- ▶ **Makes it easier for a manager to know what information is required for a particular award**
- ▶ **Integrates with E-mail for instant routing and notification**
- ▶ **Provides on line inventory management for merchandise awards**



Advantages for Human Resources

- ▶ **Provides greater financial accountability and accuracy; Super User has access to all award activity and reports**
- ▶ **Supports self-service, reducing the volume of paperwork and processing in HR**
- ▶ **Eliminates extensive research of HR files**
- ▶ **Makes awards data immediately available; the analysis of trends is a simpler process**
- ▶ **Turn around time for processing award is now hours instead of days or weeks; payment to employee expedited and indicated on award form**



The Future of CARS

- ▶ Will include all incentive awards programs, and allow processing of group awards
- ▶ Will indicate a work units' yearly awards pool and make instant calculations of remaining budget
- ▶ Will continue to have enhancements based on manager's/user's feedback – more useful functions, etc.





Census Awards & Recognition System

User ID

Password

LogIn

 [Frequently Asked Questions](#)



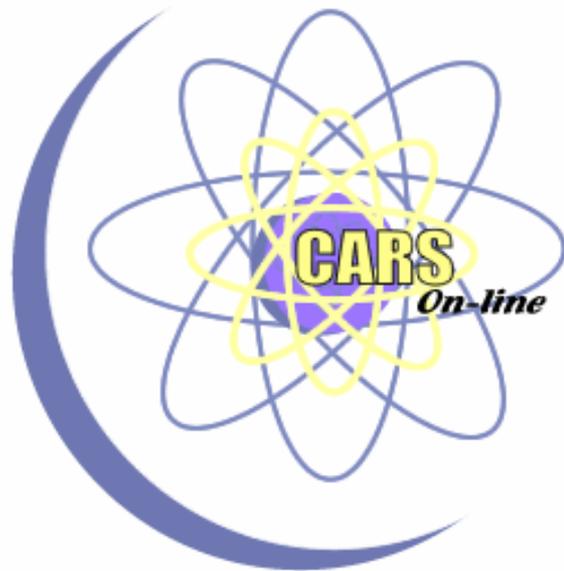
The Census Awards and Recognition System contains sensitive personnel data (for example, social security numbers, salaries, and work histories), which are to be treated in a confidential manner. Only authorized personnel with a need to know the personal information may have access to it. Don't entrust data to others without calling attention to this warning. Any information printed from this system should be treated as confidential and should be properly deposited of in a "document destruction container." Any employee who violates this privacy policy may be subject to disciplinary action, a fine of \$5,000 or both. (Privacy Act 5. U.S.C.552a).

[Back to top](#)



- [HELP](#)
- [FAQS](#)
- [LOG-OUT](#)
- [HOME](#)

Census Awards & Recognition System



- [Approve Awards](#)
- [Initiate Award](#)
- [View Awards](#)
- [Reports](#)
- [User Profile](#)
- [Create CARS User](#)
- [CARS Users List](#)



Census Awards & Recognition System

Edit CARS User

Delete User PEJSA001

UserID: PEJSA001

Name: GEOFREY

Password: [*****]

Role: [MGR]

Title: [Branch Chief]

E-mail: [Geofrey@census.gov] (john.c.smith@notes.census.gov)

Access/Approval Level-

CIAF: [\$500]

SAA: [0%]

On the Spot: [No]

Review: [No]

16-digit ORG

My Org

Create User

Concur

Approve

0000000000*
0000000000*

Yes
Yes
No
No
No
No

No

No

Yes
Yes
No
No
No
No



- HELP
- FAQs
- LOG-OUT
- HOME

Census Awards & Recognition System

Initiate Award for

Employee: SSN (format 123456789)

OR

Select Employee

[*DIV 14](#) [HQ](#) [RO](#) [HQ/RO](#) [NPC](#) [ALL](#) (* indicates current listing)

Type of Award:

Please Select One

- Please Select One
- Cash-In-A-Flash
- Special Achievement Award
- On-The-Spot Award

Continue

[Approve Awards](#)[Initiate Award](#)[View Awards](#)[Reports](#)[Search](#)[User Profile](#)

- [HELP](#)
- [FAQS](#)
- [LOG-OUT](#)
- [HOME](#)

Census Awards & Recognition System

Initiate Cash-In-A-Flash Awards (CIAF)

Name: CLAUDIA

PayPlan: GM-0201-00

ORG: HRD 0000000000000000

ACCS:

Project: 0000000

[Cost ORG\(16-digit\):](#) 0000000000000000

Period of Recognition - from 01/01/2002 to 05/01/2002 (format MM/DD/YYYY)

Amount of Recognition: \$50

Narrative:

The justification for the award is typed in this space and must include at least 50 characters.

Immediate Supervisor (print on CD326): Optional

Immediate Supervisor Title (print on CD326): Optional

Reviewing Official (print on CD326): Optional

Reviewing Official Title (print on CD326): Optional

Forward for: Please Select One

- Please Select One
- Approval/Concurrence
- Additional Action
- Review within Division/Office
- Review within Bureau

[Approve Awards](#)

[Initiate Award](#)

[View Awards](#)

[Reports](#)

[Search](#)

[User Profile](#)



- [HELP](#)
- [FAQS](#)
- [LOG-OUT](#)
- [HOME](#)

Census Awards & Recognition System

New Award - [CIAF 200208098546](#) Created Successfully!

Will be Forwarded to [VERONICA](#)

Award Type: CIAF

Recipient: CLAUDIA

Org Code: 0000000000000000

Appropriation Code: 0000000 0000000000000000

Amount: \$50

Period of Recognition: 1/1/02-5/1/02

Narrative: The justification for the award is typed in this space and must include at least 50 characters.

[Initiate New Award Using Same Award Info](#)



- HELP
- FAQs
- LOG-OUT
- HOME

Census Awards & Recognition System

Award - CIAF 200208098546

Recipient: CLAUDIA
Date Created: 8/9/02 10:04:03 AM
Initiator: VERONICA
ORG: 0000000000000000
ACCS: 0000000 0000000000000000
Period of Recognition 1/1/02-5/1/02
Narrative: The justification for the award is typed in this space and must include at least 50 characters.
Date Approved: Pending
Item Picked up: NO

Amount of Recognition: \$50

Action Needed - Approval

Approval/Action

- Award Approved
- Forward For Action
- Delete this Award

Send a FYI to:

ABSHER,
ADAMEK,
ADAMS,

FYI Notes:

[Empty text box for FYI Notes]

Submit

FORM CD-326 CIAF 200208095555

RECOMMENDATION FOR RECOGNITION

NAME OF EMPLOYEE CLAUDIA	SOCIAL SECURITY NUMBER 000-00-0000
ORGANIZATION EMPLOYEE RELATIONS BRANCH HUMAN RESOURCES DIVISION U.S. CENSUS BUREAU	APPROPRIATION CODE 0000000 0000000000000000
TYPE AND AMOUNT OF RECOGNITION: CASH-IN-A-FLASH AWARD \$50 YEAR-TO-DATE* (1/1/02-8/9/02) \$350 <p style="text-align: center;">*****Award will be initiated by Treasury in 3-5 business days*****</p>	
NARRATIVE The justification for the award is typed in this space and must include at least 50 characters.	
IMMEDIATE SUPERVISOR Immediate Supervisor Name <i>Immediate Supervisor Title</i>	DATE
REVIEWING OFFICIAL Reviewing Official Name <i>Reviewing Official Title</i>	DATE
APPROVING OFFICIAL Approved Electronically by Veronica, Branch Chief	DATE 8/9/02
HUMAN RESOURCES OFFICE REPRESENTATIVE	DATE
IMPREST FUND CASHIER (Cash-in-a-flash Award ONLY)	DATE
EMPLOYEE/RECEIPT OF CASH (Cash-in-a-flash Award ONLY)	DATE



- HELP
- FAQS
- LOG-OUT
- HOME

Census Awards & Recognition System

Select Report

Approval Date: from to

Award Type:

ORG Code:

Report Type: Employee OR

- Summary
- Awards Total by Cost ORG Code
 - Awards Total by ORG Code
 - Awards Total by Project
 - Employees Reached Award Limit For Year(FY01)
 - Employees Reached Award Limit For Year(FY02)
 - All My Employees with Awards - FY2001
 - All My Employees with Awards - FY2002
 - All My Employees - FY2001
 - All My Employees - FY2002

[Approve Awards](#)[Initiate Award](#)[View Awards](#)[Reports](#)[Search](#)[User Profile](#)

- [HELP](#)
- [FAQS](#)
- [LOG-OUT](#)
- [HOME](#)

Census Awards & Recognition System

[View Report for Employees](#)

Reports by

Report Name

Award Type

Approval Date

Awards Total by Cost ORG Code

ALL

to 8/9/02

ORG Code: 0000000000000000

Awards Total by Cost ORG

Name	Award ORG	Approved	Type	Cost ORG	Project	Gross	CIAF Net
JULIETTE	0000000000000000	9/19/01	SAA	0000000000000000	0000000	\$ 800	\$ N/A
JULIETTE	0000000000000000	4/5/01	CIAF	0000000000000000	0000000	\$ 802	\$ 500
JULIETTE	0000000000000000	5/18/02	CIAF	0000000000000000	0000000	\$ 158	\$ 100
CHRISTOPHER	0000000000000000	1/18/02	CIAF	0000000000000000	0000000	\$ 158	\$ 100
CHRISTOPHER	0000000000000000	10/12/01	CIAF	0000000000000000	0000000	\$ 77	\$ 50
LATASHA	0000000000000000	5/21/02	CIAF	0000000000000000	0000000	\$ 474	\$ 300
LATASHA	0000000000000000	9/19/01	SAA	0000000000000000	0000000	\$ 1,300	\$ N/A
ANTHONY	0000000000000000	5/18/02	CIAF	0000000000000000	0000000	\$ 158	\$ 100
ANTHONY	0000000000000000	9/19/01	SAA	0000000000000000	0000000	\$ 1,500	\$ N/A
OLIVIA	0000000000000000	5/18/02	CIAF	0000000000000000	0000000	\$ 158	\$ 100
OLIVIA	0000000000000000	1/18/02	CIAF	0000000000000000	0000000	\$ 158	\$ 100
OLIVIA	0000000000000000	5/18/02	CIAF	0000000000000000	0000000	\$ 158	\$ 100
MARCUS	0000000000000000	1/18/02	CIAF	0000000000000000	0000000	\$ 158	\$ 100
MARCUS	0000000000000000	6/27/01	CIAF	0000000000000000	0000000	\$ 561	\$ 350
CHEYNEY	0000000000000000	1/9/02	CIAF	0000000000000000	0000000	\$ 552	\$ 350
CHEYNEY	0000000000000000	9/19/01	SAA	0000000000000000	0000000	\$ 1,500	\$ N/A
CLAUDIA	0000000000000000	5/18/02	CIAF	0000000000000000	0000000	\$ 158	\$ 100



Census Awards & Recognition System

View Report for Employees

Reports by

Report Name

Employees Reached Award Limit For Year(FY01) ▾

Award Type

ALL ▾

Approval Date

to

ORG Code:

Employees Reached Award Limit For the Year(FY01)

Award Type	Limit	
CIAF	\$1000 Per Tax Year	(1/1/2001 - 12/31/2001)
SAA	10% of Salary Per Fiscal Year	(10/01/2000 - 9/30/2001)
OTS	\$125 Per Fiscal Year	(10/01/2000 - 9/30/2001)

Employees Reached Award Limit For the Year(FY01)

Name	ORG Code	Salary	CIAF Net	CIAF Gross	SAA	OTS	Total	% Salary
GEORGIA	0000000000000000	\$72400	\$ 1000	\$ 1,573	\$ 1,300(1.80%)	\$ 0	\$2,873	4.06%
ROBERT	0000000000000000	\$57550	\$ 1000	\$ 1,573	\$ 1,000(1.74%)	\$ 0	\$2,573	5.04%
Total			\$2000	\$3,146	\$2,300	\$0	\$5,446	

Award Total without OTS \$5,446

*****Report reflects only awards entered in CARS since 10/01/2000*****
 *****CIAF gross approved after 7/29/2001 reflects reduction in Federal tax *****



- HELP
- FAQS
- LOG-OUT
- HOME

Census Awards & Recognition System

[View Report for Employees](#)

Reports by

Report Name

Award Type

Approval Date

Submit

All My Employees - FY2002

ALL

to 8/9/02

ORG Code:

All My Employees - FY2002

Name	ORG Code	Salary	CIAF Net	CIAF Gross	SAA	OTS	Total	% Salary
CLAUDIA	0000000000000000	\$55694	\$ 100	\$ 158	\$ 0	\$ 0	\$158	0.28%
AUDREY	0000000000000000	\$36631	\$ 450	\$ 710	\$ 0	\$ 20	\$730	1.99%
JESSICA	0000000000000000	\$72400	\$ 350	\$ 552	\$ 0	\$ 0	\$552	0.76%
JEFFREY	0000000000000000	\$23707	\$ 200	\$ 316	\$ 0	\$ 50	\$366	1.54%
THOMAS	0000000000000000	\$46469	\$ 550	\$ 868	\$ 0	\$ 0	\$868	1.87%
JASON	0000000000000000	\$59407	\$ 150	\$ 237	\$ 1,600(2.69%)	\$ 0	\$1,837	3.09%
PHYLLIS	0000000000000000	\$86090	\$ 100	\$ 158	\$ 0	\$ 0	\$158	0.18%
LATASHA	0000000000000000	\$35584	\$ 900	\$ 1,421	\$ 600(1.69%)	\$ 70	\$2,091	5.88%
CYNTHIA	0000000000000000	\$57550	\$ 200	\$ 316	\$ 0	\$ 0	\$316	0.55%
FRANKLIN	0000000000000000	\$66831	\$ 150	\$ 216	\$ 0	\$ 0	\$216	0.32%
ROSALIND	0000000000000000	\$79473	\$ 300	\$ 431	\$ 1,800(2.26%)	\$ 20	\$2,251	2.83%
XAVIER	0000000000000000	\$24384	\$ 450	\$ 710	\$ 0	\$ 20	\$730	3.00%
Total			\$3900	\$6,093	\$4,000	\$180	\$10,273	

Award Total without OTS \$10,093



Census Awards & Recognition System

Initiate On-The-Spot Award (OTS)

Name: CLAUDIA PayPlan: GM-0201-00 ORG: HRD 0000000000000000

Approving ORG(16-digit): 0000000000000000

Period of Recognition - from 01/01/02 to 05/01/02 (format MM/DD/YYYY)

OTS Level: [dropdown] OTS Item(optional): *****Employee Choice*****

Narrative:
The justification for the award is typed in this space and must include at least 50 characters.

Immediate Supervisor (print on CD326): Optional

Immediate Supervisor Title (print on CD326): Optional

Reviewing Official (print on CD326): Optional

Reviewing Official Title (print on CD326): Optional

Forward for: Please Select One

Continue



On The SPOT AWARDS CATEGORY C

Item	Name <small>(the link below contain picture of items)</small>	Description	Status
C27	MAN'S WATCH	*Pulsar man's watch *Available with a black face/black leather strap or white face/brown leather strap	Available
C28	LADY'S WATCH	*Lady's watch made by Pulsar *White face/brown leather strap	Available
C31	35MM Camera	*Black 35MM camera made by Minolta	Available
C32	WORDMASTER	*Made by Franklin *Features spell check, dictionary, and thesaurus	Available
C35	WALKMAN	*Sony AM/FM cassette walkman (available in analog only)	Available
C39	BINOCULARS	*Vivitar PV series binoculars *Viewing range of 367 ft.	Available



- [HELP](#)
- [FAQS](#)
- [LOG-OUT](#)
- [HOME](#)

Census Awards & Recognition System

 [Initiate Awards](#)

 [View Awards](#)

 [User Profile](#)

 [CARS Users List](#)

 [Search Awards](#)

 [Create Finance File for CAMS](#)

 [NFC Batch List](#)

 [Approve Awards](#)

 [Reports](#)

 [New CARS Users](#)

 [On-The-Spot Management](#)

 [Finance Cert List](#)

 [Reset Finance Flag for NFC Batch](#)

Census Awards & Recognition System



U S C E N S U S B U R E A U