



FY23 Bonus Guidance and Instructions

As communicated in the June 27, 2022 [Fiscal Year 2023 Authorizations and Compensation Activities memorandum](#), a one-time bonus payment of \$1000 is authorized for all eligible classified employees of the Executive Branch and other full-time employees of the Commonwealth (except for elected officials) who were employed as of August 10, 2022 and remain employed through December 1, 2022. The bonus for eligible part-time classified employees will be prorated.

In addition to the amount noted above, all sworn law-enforcement employees of the Department of Conservation and Recreation and the Marine Resources Commission who are employed within this period, will receive a one-time bonus payment of \$3,000.

Employees are eligible to receive the bonus payment only if they have attained an equivalent rating of at least “Contributor” on their most recent performance evaluation and have no active written notices under the Standards of Conduct within the preceding 12-month period (November 10, 2021 through November 10, 2022).

Employee Performance:

The eligibility of most employees will be determined by performance evaluations that were conducted in the fall of 2022 for the performance cycle (October 25, 2021 through October 24, 2022). If ratings for this cycle are unavailable, the most recent performance evaluation should be used. Agencies are responsible for tracking the performance evaluation ratings of employees and determining the employee’s eligibility for fiscal year 2023 pay actions.

Agencies are responsible for ensuring that sufficient documentation exists to support or deny satisfactory performance assessments for employees. This documentation could include the annual performance evaluation, interim evaluation, probationary progress review forms, notice of sub-standard performance forms, and active written notices issued.

NOTE: The appointing or governing authority of Judicial and Legislative Departments, Independent agencies, and agencies of the Executive Department not subject to the Virginia Personnel Act shall certify to the Department of Human Resource Management that employees receiving the awards are performing at levels at least comparable to other eligible employees.

Employees on Leave:

- Otherwise-qualified employees who are on short-term disability or other paid leave will receive the bonus on December 1, 2022.
- Employees on long-term disability-working will also receive the bonus on December 1. However, individuals who are on long-term disability-non-working are not eligible for the bonus.
- Employees on leave without pay are not eligible for the bonus until they return to work or paid leave.
- The bonus will not be automatically applied for any employee who has an overdue leave end-date or expected return date in Cardinal HCM as of December 1.
 - Agencies should review and update these employees' records on an individual basis and process their bonus when their expected return dates have been extended or Return-to-Work transactions have been entered.

NOTE: These rules are based on policies that apply to classified employees.

Cardinal HCM Instructions:

Agencies are responsible for administering the bonuses. Neither DHRM nor Cardinal will be loading these centrally.

Payroll Administrators for Agencies using Cardinal HCM Payroll should utilize the Single-use Payroll Online Tool (SPOT) to enter the bonuses. Transactions can be entered online in SPOT or through a spreadsheet upload. The following values should be used for this payment:

Transaction Type: Earnings

Earn Cd: DBN (Discretionary Bonus (Not FLSA))

Sep Chk#: Increment by 1

Tax Method: Supplemental

Benefit Ded Taken: Review options per the job aid and apply accordingly.

Benefit Subset ID: Review options per the job aid and apply accordingly.

General Ded Taken: None (no general deductions will come out of this check)

Genl Ded Subset: Leave blank

Refer to the Cardinal HCM [PY381 Using the Single-Use Payroll Online Tool \(SPOT\) Job Aid](#) for additional guidance.

HR Administrators of all Agencies using Cardinal should also enter the bonuses in the Reward and Recognition page. **All bonuses for Classified and Gubernatorial Appointees must be added using the SLB Reward.** Refer to the Cardinal HCM [HR351 Rewards and Recognition Job Aid](#) for additional guidance. Mass upload of Rewards and Recognition is available as detailed in the [Performing a Mass Upload Job Aid](#). When entering the data for Rewards and Recognition, follow DHRM Policy 1.15 Employee Recognition and Engagement.

To assist Agencies with completing the necessary mass uploads, DHRM and Cardinal are providing a report of all eligible and ineligible employees on the DHRM Agency Repository. This report will be available as of November 10, 2022. Please note that the reports will contain data as of November 7, so any updates made in Cardinal after that date will not be reflected on the report. ***The report is for assistance only and should not be returned to DHRM's Agency Repository.*** Please contact [IHelp](#) if your agency is no longer able to access the Agency Repository and needs assistance.