**Appreciation Portal Real-time Service Awards**

Staff celebrating service milestones will now be recognized through the Cornell Appreciation Portal in real time on the date of their work anniversary.

Details about credited service are available under Non-academic Staff Definitions, within the HR policies section of the website. Inquiries about an employee’s years of credited service should be directed to your college/unit HR Rep. Questions regarding the Cornell Appreciation Portal or the Service Recognition Program can be emailed to service_awards@cornell.edu.

**Automated email samples**

**Managers**

Managers will receive an email from the Appreciation Portal 7 days prior to their employee's anniversary date.

[accordion]

**Sample email to managers**
Awardees

Awardees will receive an email notification on their anniversary date with a congratulatory message from the President and information on their service points, if applicable.

Sample email to employees celebrating 5, 10, 15, years of service
[Name],

Cornell staff members support the university’s mission of teaching, research and public engagement and carry out essential functions that help to make Cornell one of the world’s best research universities. As we recognize your important work anniversary this year, please know that I am grateful for all you do for Cornell. Thank you!

Martha E. Pollack
President

On behalf of the Division of Human Resources, we want to congratulate you on your [#]-year service anniversary. It gives us great pleasure to recognize your achievements and to extend a very sincere “thank you” for your many contributions to your workplace and our university community.

Sincerely,
Mary Opperman
Vice President and Chief Human Resources Officer

[/accordion]

[Accordion]

Sample email to employees celebrating 20 or more years of service
[Name],

Cornell staff members support the university’s mission of teaching, research and public engagement and carry out essential functions that help to make Cornell one of the world’s best research universities. As we recognize your important work anniversary this year, please know that I am grateful for all you do for Cornell. Thank you!

Martha E. Pollack
President

On behalf of the Division of Human Resources, we want to congratulate you on your [##]-year service anniversary. It gives us great pleasure to recognize your achievements and to extend a very sincere “thank you” for your many contributions to your workplace and our university community.

As a token of our appreciation, you’ve been awarded [##] points to spend through our recognition portal, which you can use to redeem gifts from Amazon or the Cornell Store.

Thank you for being such an important part of our Cornell community!

Sincerely,
Mary Opperman
Vice President and Chief Human Resources Officer

Claim your Gift

LOG-IN INFO
Website: cornellappreciation.awardco.com
Login with your NetID. Access to this site requires Two-Step Login.

REDEMPTION INFO
STEP 1: Log in
STEP 2: Click on “Spend Points” and search for anything OR If you’re not sure what you want, click a category and browse products
STEP 3: Select the item(s) you wish to purchase with points
STEP 4: Click checkout and type in your shipping address before submitting your order
To check shipping status, click on “Profile” and then “My Redemptions”

QUESTIONS?
Create a support request by contacting support@awardco.com
Or
801-845-3594

[accordion]