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.

Sample email to managers
[Manager’s name],

This is a notification that an individual you manage is being recognized for reaching an important service milestone.

Please join us in recognizing [employee name]!
Recognition Date: [Date]
Service Year: [# of years]
Points Awarded: [# of points]

[Employee name] will receive instructions on how to log into their personalized self-service portal at cornellappreciation.awardco.com to redeem their points for gifts from Amazon or the Cornell Store.

If you or [employee name] have questions related to their anniversary date or credited service, please contact your college or unit Human Resources representative. Additional resources and FAQ’s are available on the managers toolkit under Career Support.

Technical support and questions about our service recognition portal should be directed to support@awardco.com.

Sincerely,
The Cornell Recognition Team
service_awards@cornell.edu

This email has been verified by the Cornell IT Security Office; posted March 6, 2019. See a copy on the Verified Communications page: https://it.cornell.edu/node/6819
(CUWebLogin required).

[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
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