

Processing a Taxable Productivity Board Award via AFRS

1. Complete the [Invoice Voucher A19-1A](#) form with the employee's information in the Vendor or Claimant section of the form. Be sure to verify the employee's personnel number and their Statewide Vendor Number.
2. Use Trans Code 210, Sub object NZ-SW91, and the agency's operating account coding.
3. Provide the list of employees that received the award payment to your Payroll Office. The list should include the employee's name, personnel number, the dollar amount of the award, as well as the date the award was processed. **This should be provided to payroll in the same calendar year the payment was processed.**
4. Payroll will then tax the value of the award by keying the following on Additional Payments (0015) infotype record in the current pay period: [Wage Type 1131 Recog Cash Equiv](#) for the dollar amount of the award. **Note:** Agencies should indicate the reason for the recognition, such as "Recognition Gift Card", "Longevity", "Safety", or "EE Suggestion" in the Assignment Number text field on the Additional Payments (0015) infotype record.

Example of HRMS entry

Display Additional Payments (0015)

Personnel No. [redacted] Name [redacted]

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exempt Status Active

Chng 11/06/2024 [redacted]

Additional Payments

Wage Type	1131	Recog Cash Equiv
Amount	200.00	USD Ind.val.
Number/unit	0.00	
Date of origin	11/15/2024	
Default Date	00	
Assignment Number	Recognition GC	
Reason for Change		