Appreciation through Recognition

Xtramiles Process Document



FY'22

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Recognition Culture

Recognizing and appreciating employee contributions and accomplishments are an important part of creating a high-performance culture

XtraMiles Platform

Promotes the culture of recognition and to empowers HCLites with power to applaud & recognize, through the HCL XtraMiles platform



Recognition Objective

Driving behaviour at HCL towards

- Building a culture of appreciation
- Driving High Performance
- Fostering Ideapreneurship
- Encouraging inclusion & participation in employee forums (Passion Clubs)

HCL Recognition Pillars

HCL has multiple rewards & recognition programs driving recognition behaviors:

- Passion
- Performance
- Innovation
- Participation



What's in the Platform



Appreciation Culture

The Xtramiles cards shared & notifications are sent across to RMs & HRs in certain cases.

Xtramiles Coverage

The Xtramiles will cover all full time employees and Fixed term contract employees at HCL, across the geographies.

Restriction of earning miles in EO-E3 band has been unlocked.



New User Interface

- Simplified Rewarding Process
- Appreciate in 3 clicks
- Automated approval flow system

On-Request Appreciation

- Enables on-request rewarding for LOBs to its other initiatives
- The Xtramiles under this category can be redeemed instantaneously without achieving Badges

XtraMiles Redemption

- The miles can now be accumulated throughout employee tenure, earn Xtramiles Badges.
- Xtramiles carry forwarded year on year, thus **NO account reset**.
- Redemption points are valid for one year from the trigger date



EMPLOYEE TRIGGERED XTRAMILES

PASSION MILES	DESCRIPTION				
Thank You	Appreciate any colleague across the organization				
Thanks Buddy	Appreciate your peers (same band/one below) across the organization				
Thanks Boss	Appreciate managers in your reporting tree				
Thanks Team	Appreciate your team for an achievement				
Great Job Done	Appreciate your reportee for the great job done				
Spread the Appreciation & Recognition with Ca					
PERFORMANCE DESCRIPTION MILES					
Spot Award		Reward your reportee with spot award for his performance			



Select Category

The sender needs to select the category as per eligibility.

Type your message here

Utilize the message box to share your appreciation message with the employee.

Type Message

Share your appreciation message with the receiver, through the category card chosen by you.



Select Employee

Select the employee you want to appreciate by typing name/employee code.

Appreciate

Utilize your appreciation opportunities to sprea the culture of appreciatio & recognition



Rewarding made

a click away!

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Manager specific categories | Monthly Reminder



Managers get a monthly notification on missed triggers







Program - Owner/ HR – Triggered Miles Process



- The stakeholders i.e. HR Partners have respective categories (enlisted on the left) under which they can applaud the employees under the respective categories applicable
 - The employees of their respective span will only be visible to the Stakeholder \geq
- Compliance to the simple 4-step process will *lead to timely recognition* of employees \geq



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ERG

Reward Categories

PERFORMANCE



HR Monthly Reminder



tramiles

Recognize your team today !

Dear Pratikshaa Pathak,

Workplace recognition motivates employees, gives them a sense of accomplishment and makes them feel appreciated for their work. At HCL, Xtamiles recognition platform enables you to do so by enabling you to appreciate your peers, reportees and managers across the organization.

HCL

Ne have noticed that you have missed the opportunity to Appreciate and Recognize team under your span last month, hence









Enables on-request rewarding for LoBs to its initiatives/ employee achievements:

- The XtraMiles under this category can be redeemed instantaneously by employees
- The stakeholders i.e. HR Partners, E3 and above can applaud the employees with Custom Miles for Other Initiatives
- All approval to be routed to L2 heads of the respective cost code owner.
- The employee is not required to achieve Badge for becoming eligible to redeem the Xtramiles earned in this category

01	02	03	04	05
Compile List	SHARE	Request Generated	L1 Head Approval	Xtramiles Triggered
Select or Compile the List of awardees in the downloadable excel format from the portal	Enter the Cost code Owners SAP Code and reward Value in the request form.	After filling all the required fields, the request will be generated if the xtramiles budgets are available under the respective L2 and sent to L2 Head for Approval to Accept or reject the Request.	Procure the L1 head approval if the budgets are insufficient and share with the CoE to load funds into the respective L2's Xtramiles Budget.	The reward value will be converted to INR equivalent Points and credited to Employees' Account. Points are valid for one year from the date of trigger.

Please refer to the above process for rewarding miles under Other Initiatives category



On-request/Custom Trigger | Approval and Budgets



All req are roo

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Approval Flow

All requests raised under Miles for other initiatives/custom miles are routed for an L2 head approval flow

Xtramiles Budgets

Each L2 Head has Xtramiles budgets enabled on the platform from which they can approve any custom miles triggered in their span

Deriving Budgets

These Budgets are the sum-total of the amount spent in the L2's span on the Xtramiles in the preceding FY

Budgets Addition

Budgets can be added in L2 head's Xtramiles kitty with an L1 head approval shared to the CoE with amount and currency details.







In order to promote sustained recognition culture:

The platform has badges of 10\$ reward value for every badge earned, with additional 10\$ for Platinum Badge (20\$).

Xtramiles portal has a base currency as INR and thus these rewards are shown under redeem now as INR equivalent points.

*XX represents count of badge earned during tenure

Unified and Transparent Recognition platform Culture:

Xtramiles Congratulation mail is copied to respective RM, SLM & HR partner

In Xtramiles Dashboard, the employee can view and download the Miles Sent and Received history

In My Miles section, the Employee can view its own and Teams' miles history under various Pillars of Appreciation



XTRAMILES: Cards of Appreciation



tramiles

WYGIWYG



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Atramiles STEPPING

PROGRAM

or Women manager

Career Advancement Progra

Points Redemption Process



Step 1: Click on Redeem Now - The **Step 2:** The platform will direct Step 3: you will get to see Step 4: Select Gift Voucher of your points under the redeem now button the user to our empaneled global voucher pertaining to your Choice and Value. Add to cart, Once have points from Badge Achievement redemption partner microsite, location. Select and choose a done, Click on proceed to checkout and Other Initiatives. Click OK for Check your Reward Points and category of your choice, in the cart and Pay from your **Redemption Policy** validate your location. Xoxoday Points, the e-code will be mailed to your HCL e-mail id hork Gill Card Code Categories Q 2500 Amazon Pay eGift Cards Validity : 12 Months Work From Home Experiences Gift Vouchers Perks & Offers Premum Deals Healt Select a denomination Select quantity Beauty Health & Wellness INR 800 1 Participation Deals & Subscriptions Points Required : 800.00 **Special Deals For** ADD TO CART Miles Earned In-house Benefits REDEEM NOW Exclusive offers from these brands Till Date HOW TO USE ABOUT TERMS & CONDITION Myntra 🖇 pantaloons lifestyle TANEIRA 🚚 Music Movies & Entertainment 700 5000 Amazon Pay Balance Experiences Discover tours, attractions and activities for your next holiday Add Gift Ca Miles Points Gift Cards & Vouchers H^a 1 amazon pay Paytm Flipkart 📝 Refer FAQ for Calculation Choose "Add Gift card" Visit Select "Amazon Pay" from Enter "Gift Card / Vouch www.amazon.in navigation bar. number website / mobile app 20 Points Require O Points Require 10 Points Require Amazon Pay eGift Cards Flipkart Paytm Validity Between 1 to 12 Months Validity: 12 Months Validity 36 Months Vishal Dixit FT VOUCHERS V EXPERIENCES ~ PREMIUM DEALS HEALTH Value: INR 50 V Otv: 1 V Value: INR 20 V Qty:1 V v Qtv 1 ramiles VISHAL-D@HCL.COM Add to car Dialing Code Phone Number ers" in India ΤΛΤΛ Myntra Payment Options **Redeem Policy** INDIA'S NO I MEDITATION AL 109°F Have Xoxo Code? 100 Points Require All redeemable rewards are taxable to the employee 1 Year Subscriptio Enter vour Xoxo Code here Tata Clig Myntra Validity 12 Month Validity 12 Month A maximum of 10 youchers can be applied Value: INR 100 V Qtv:1 V Value: INR 500 V Qtv:1 V 1 year App Subscription 10% off on min billing of. 109F gift youche OK Cancel Use available (750.00 INR) Xoxo Tokens for this Orde Add to cart INR 500 INR 40 INR 100

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Xtramiles : Long Service Award



Step 1: Log in to Xtramiles from MyHCL and click on Long Service Award



<u>Step 2:</u>

Employee Login: Click on Archive to view and download your Long Service Award e-certificate for 5, 10, 15, 20, 25 of years service completion **HR Login:** Select the Role and enter the SAP ID's to view and Download the Certificate of Employees of your respective Span



Dear Vishal Dixit,

You and HCL share a mutually valuable relationship. Each milestone you reach is not only a personal achievement but a celebration for the entire organization

HCL's Long Service Award Program commemorates milestones of 5, 10, 15, 20, 25 and 30 years of employees' service. So make the best of the opportunities, initiatives and platforms for growth that HCL provides you with to reach your next milestone with HCL.

IEW CERTIFICATE

Sr. No.	Service Period	Certificate Date	View Certificate
			DOWNLOAD CERTIFICATE



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