

Appreciation through Recognition

Xtramiles Process Document

FY'22



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

Appreciation Culture

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



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 Coverage

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

- Restriction of earning miles in E0-E3 band has been unlocked.

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 MILES	DESCRIPTION
Spot Award	Reward your reportee with spot award for his performance

Type your message here

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



What I can Reward



What I Can be Rewarded

Select Category

The sender needs to select the category as per eligibility.

Type Message

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

Employee Search

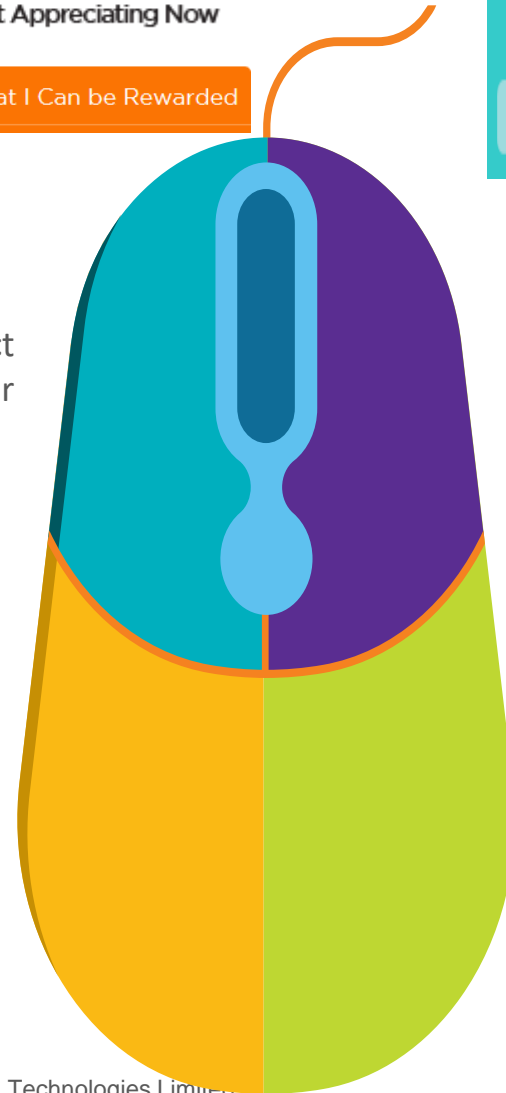
Go

Select Employee

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

Appreciate

Utilize your appreciation opportunities to spread the culture of appreciation & recognition



Managers get a monthly notification on missed triggers



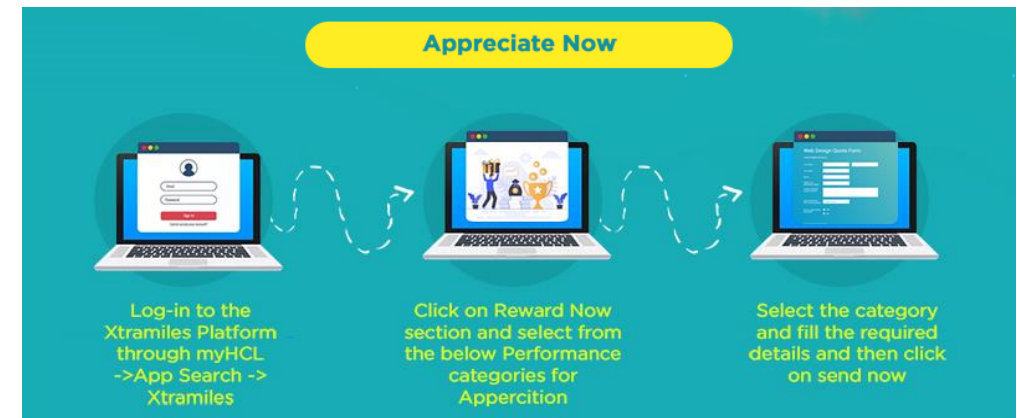
Recognize your team today !

Dear Jai,

Workplace recognition motivates employees, gives them a sense of accomplishment and makes them feel appreciated for their work.

At HCL, Xtramiles recognition platform enables you to do so by enabling you to appreciate your peers, reportees and managers across the organization.

We have observed that you have missed the opportunity to Appreciate and Recognize your team last month.



Program - Owner/ HR – Triggered Miles Process



Reward Categories

PERFORMANCE By HR Partners

Livewire

WYGIWYG

Innovation

Best Project

Catalyst

Transformer

O Infinity

PARTICIPATION By EE COE

Stepping Stones

ASCEND

ERG

SPARKS

INNOVATION By EE COE

VCP

MADJAM

GPC/Whitepaper

- 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
- Compliance to the simple 4-step process will **lead to timely recognition** of employees

Step 1

Select the category of Mile to be rewarded according to applicability as per LOBs

Step 2

Select or Upload the List of awardees in the downloadable excel format
(Max. 25 emps Per Month)

Step 3

Type the message for the Employee(s) to be sent in the Card.

Step 4

Trigger the XtraMiles Card by Clicking Send Now



HCL

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, Xtramiles recognition platform enables you to do so by enabling you to appreciate your peers, reportees and managers across the organization.



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

Appreciate Now



Log-in to the Xtramiles Platform through myHCL ->App Search -> Xtramiles

Click on Reward Now section and select from the below Performance categories for Appreciation

Select the category and fill the required details and then click on send now

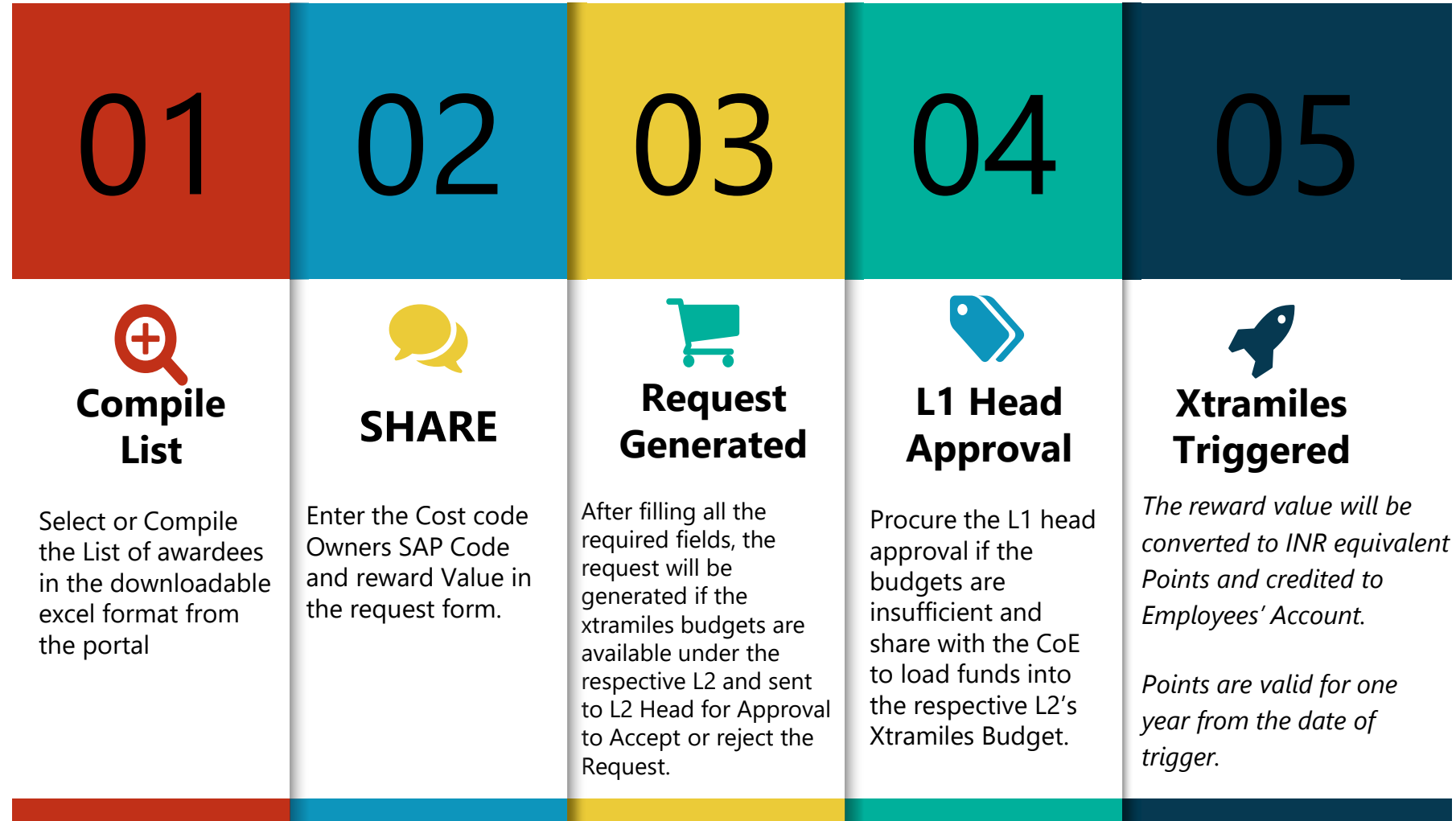


On-request/Custom Triggered Miles Process



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

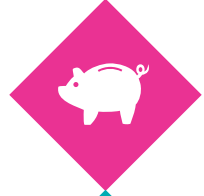


Please refer to the above process for rewarding miles under Other Initiatives category



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



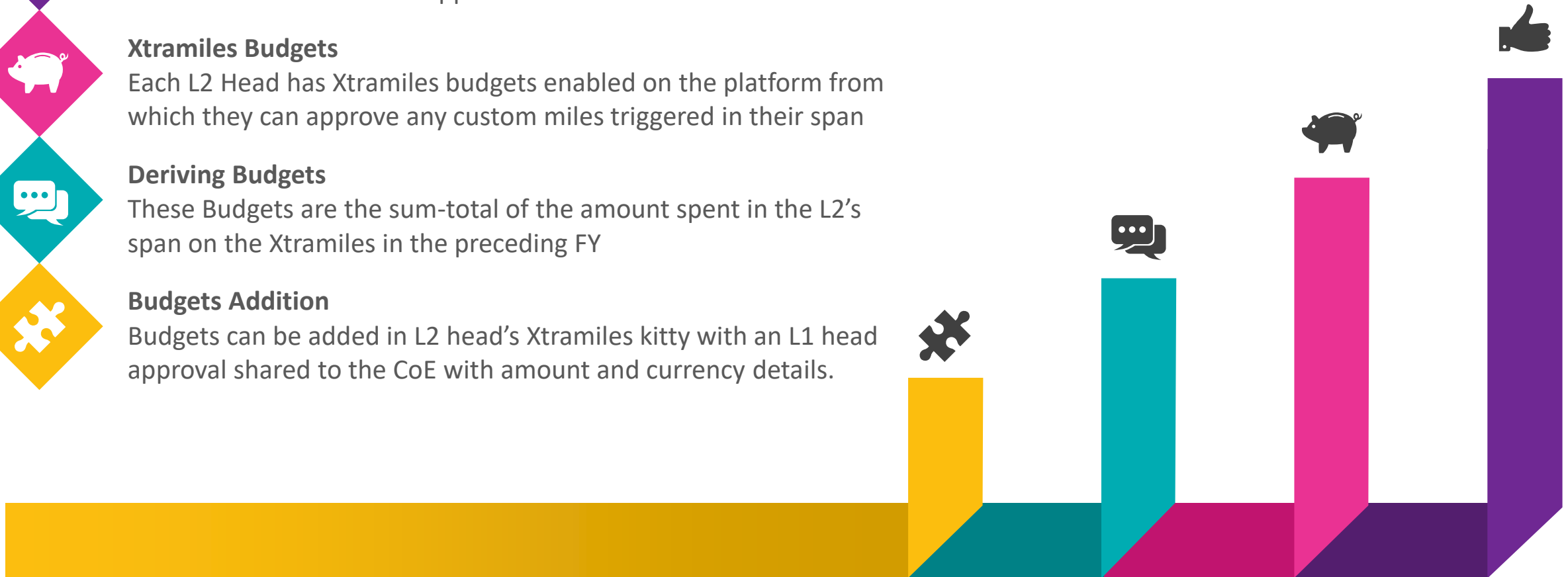
Deriving Budgets

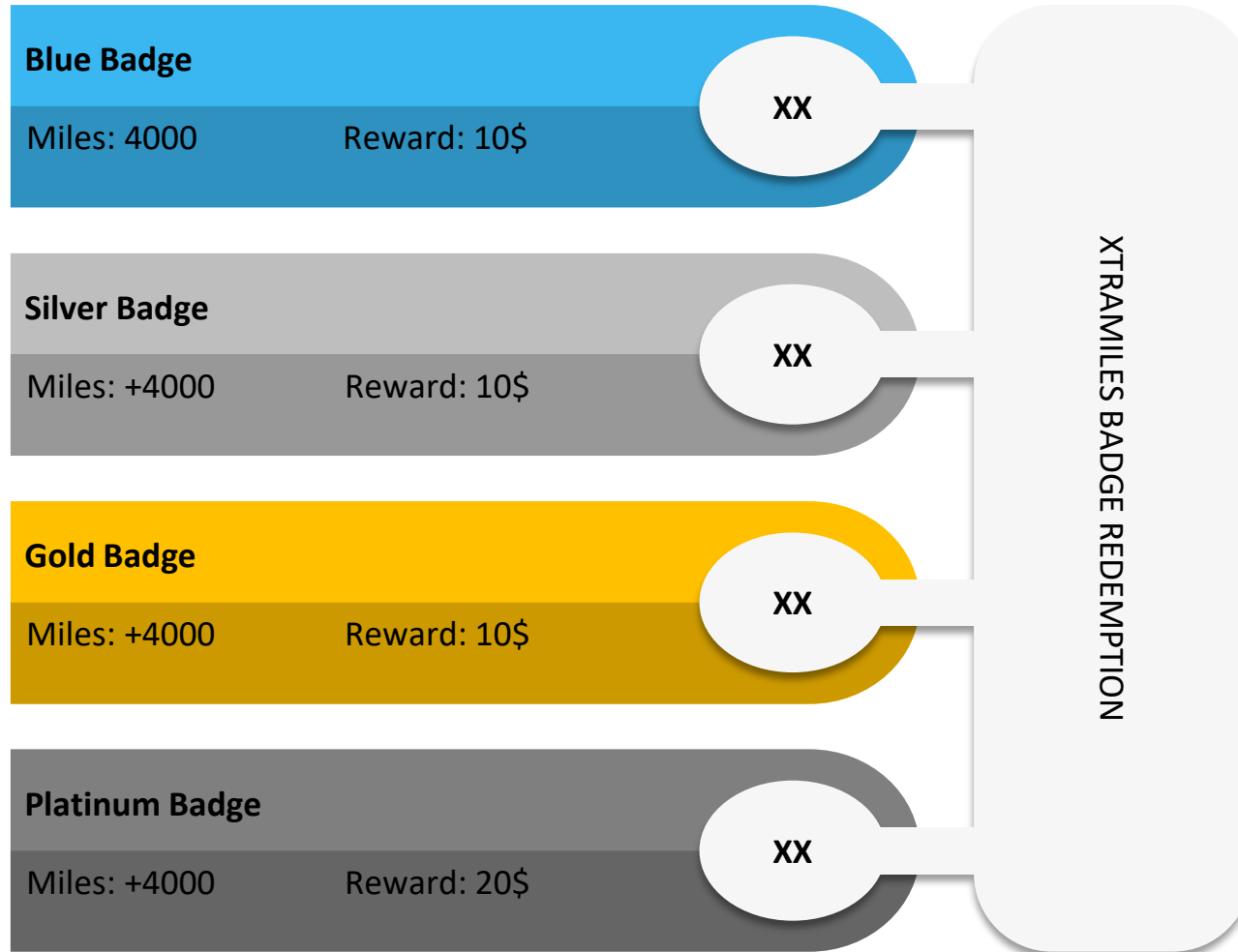
These Budgets are the sum-total of the amount spent in the L2's span on the Xtramiles in the preceding FY



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



System Triggered Categories



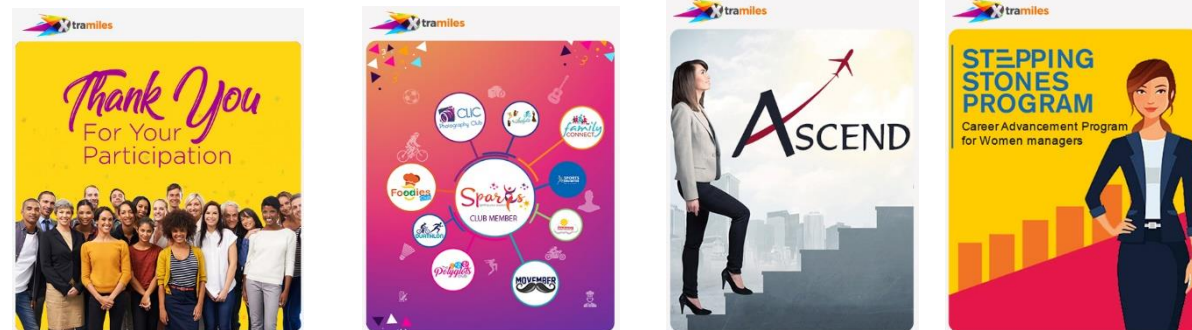
HR and Program Owner Triggered Categories



Employee Triggered Categories



Manager Triggered Categories



Points Redemption Process



Step 1: Click on **Redeem Now** - The points under the redeem now button have points from Badge Achievement and Other Initiatives. Click OK for Redemption Policy

Step 2: The platform will direct the user to our empaneled global redemption partner microsite, Check your Reward Points and validate your location.

Step 3: you will get to see voucher pertaining to your location. Select and choose a category of your choice,

Step 4: Select Gift Voucher of your Choice and Value. Add to cart, Once done, Click on proceed to checkout in the cart and Pay from your Xoxoday Points, the e-code will be mailed to your HCL e-mail id

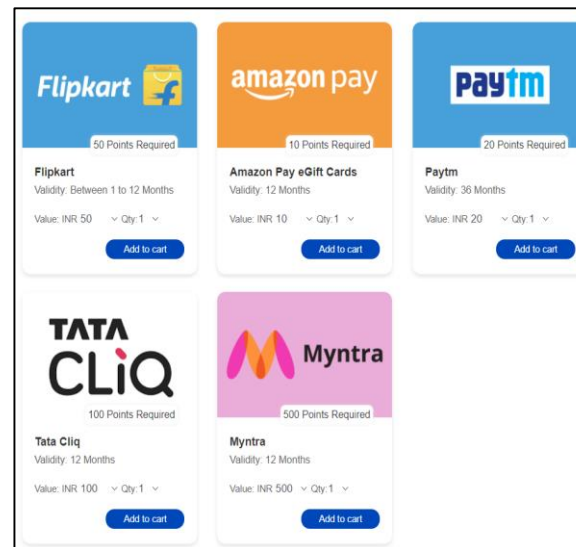
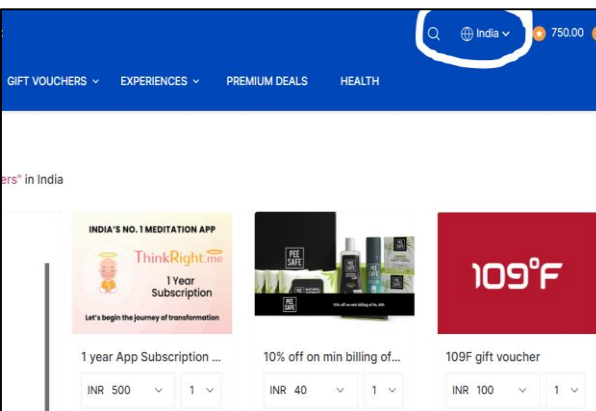
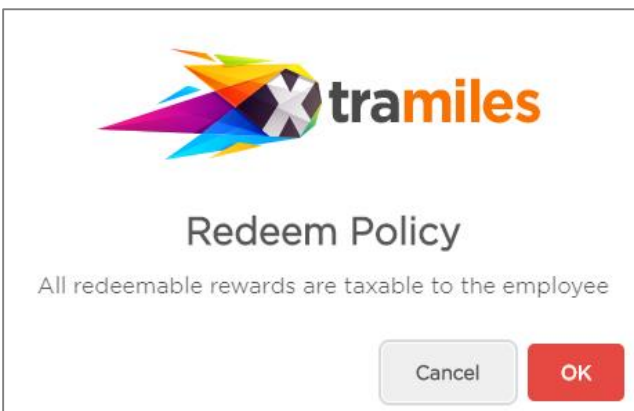
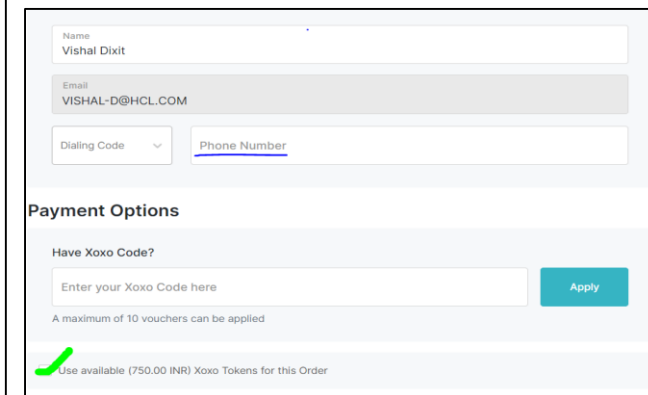
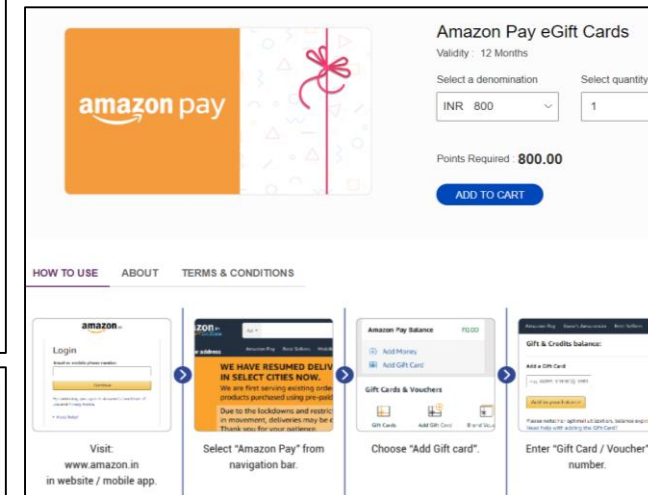
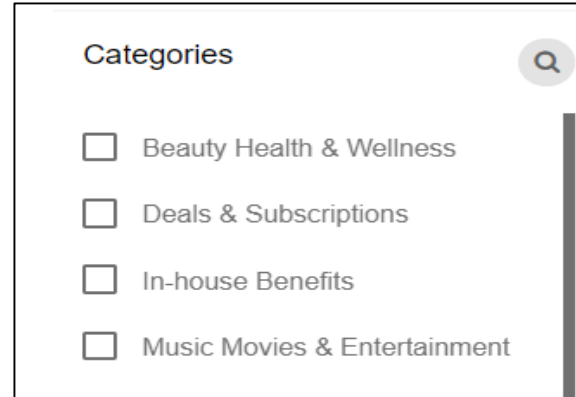
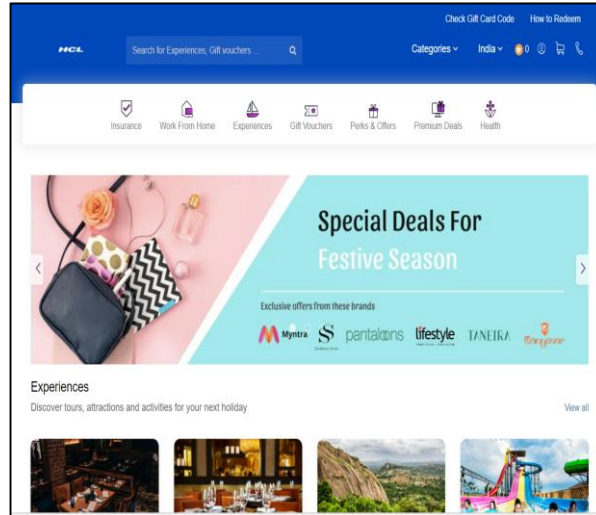
Performance	2500
Passion	2500
Innovation	0
Participation	0
Other Initiatives	0

Miles Earned Till Date **5000** Miles

700 Points

Refer FAQ for Calculation

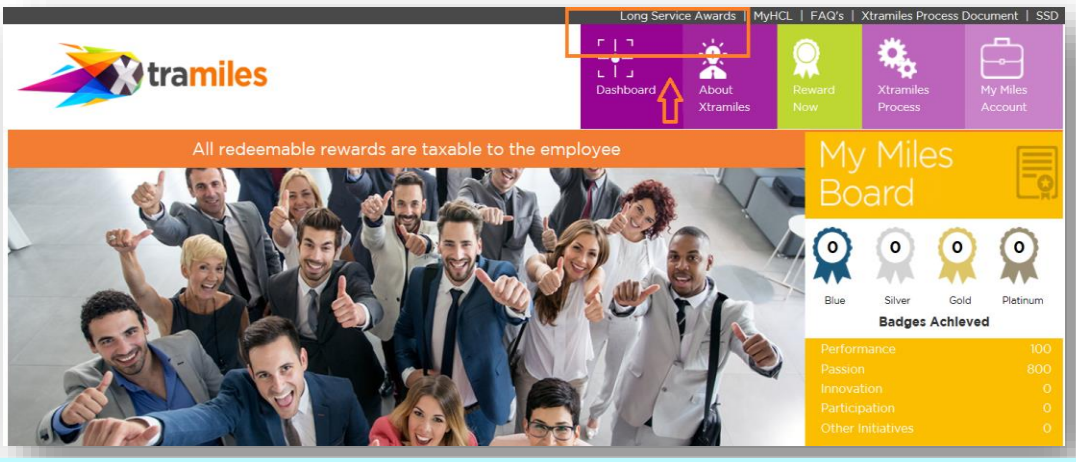
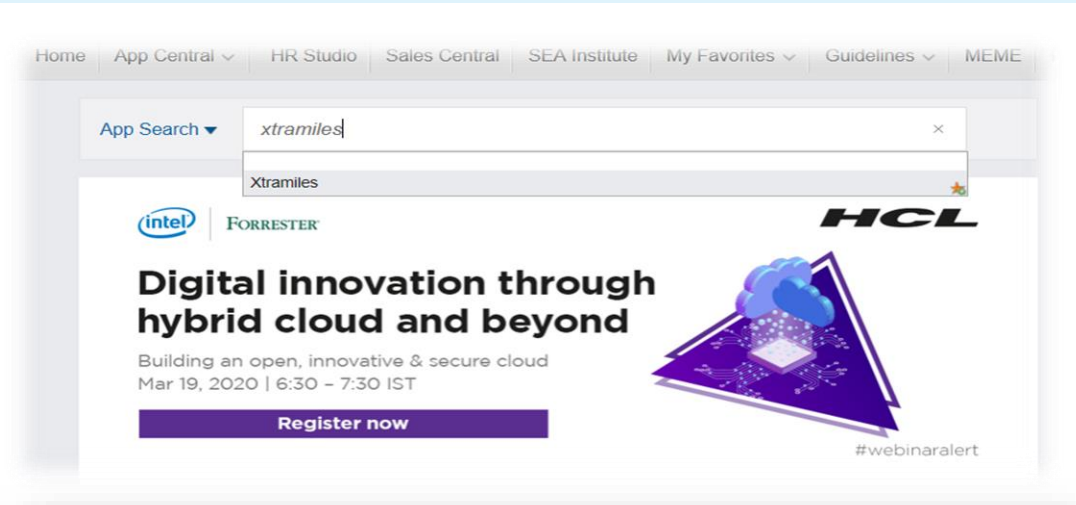
REDEEM NOW



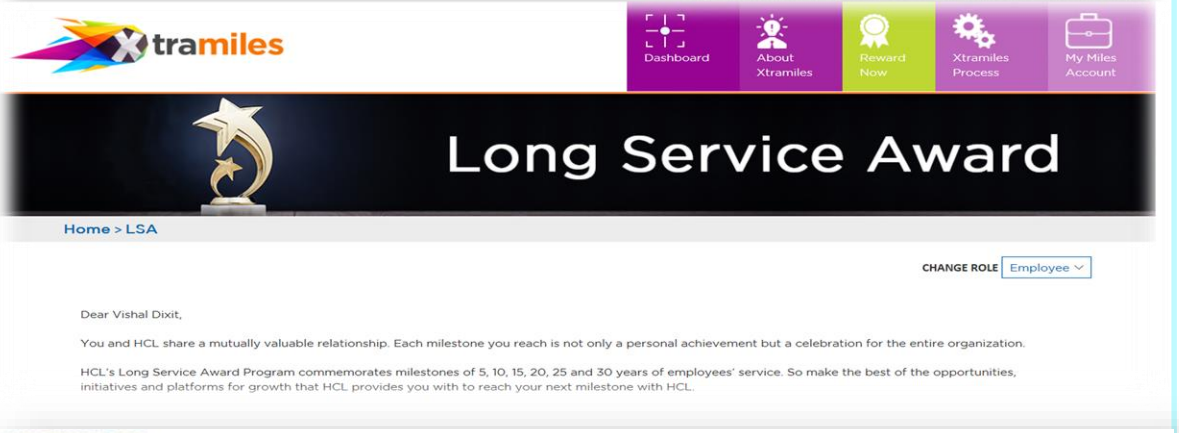
Xtramiles : Long Service Award



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



Step 2:
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



VIEW CERTIFICATE

Sr. No.	Service Period	Certificate Date	View Certificate
1	20	25/11/2005	DOWNLOAD CERTIFICATE
2	15	25/11/2000	DOWNLOAD CERTIFICATE
3	10	25/11/1995	DOWNLOAD CERTIFICATE
4	5	25/11/1990	DOWNLOAD CERTIFICATE



HCL

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