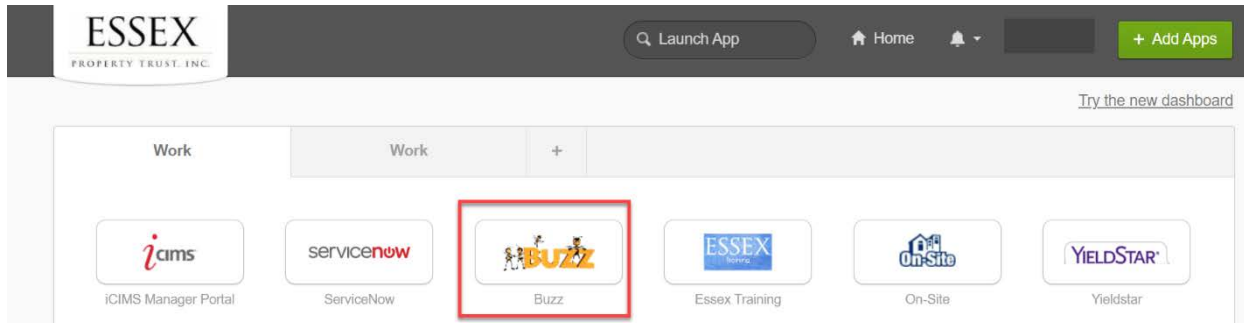
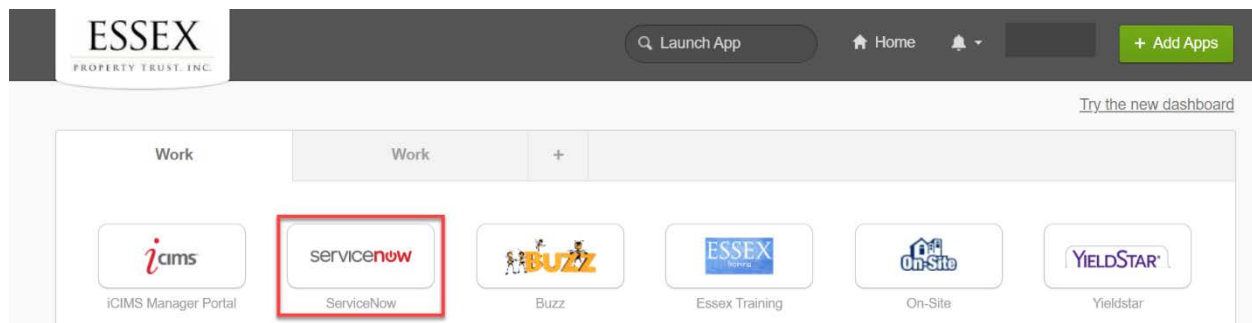


### How to Submit an Excellence Rewards Form in Service Now

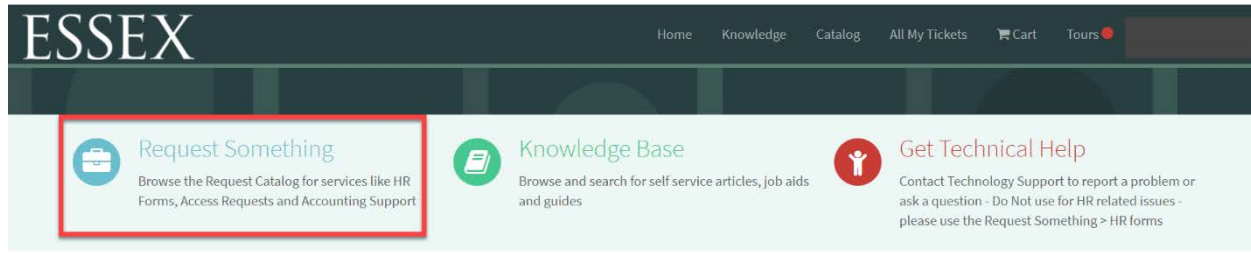
1. First fill out the Excellence Rewards form, this can be found on Buzz. Access Buzz via OKTA to retrieve the Excellence Rewards Form.
  - a. Human Resources tab
  - b. Total Rewards
  - c. Associate Perks
  - d. Essex Excellence Program



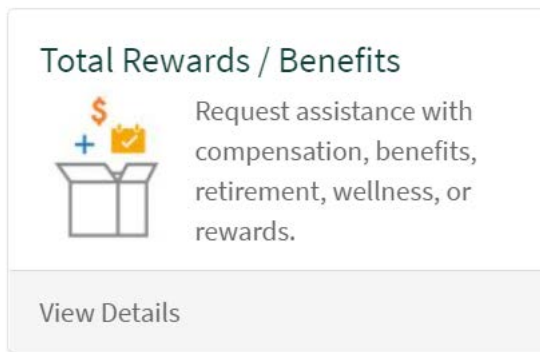
2. Fill out the Excellence Rewards Form. Please include the following:
  - a. The associates Employee ID Number
  - b. The associates full name
  - c. Select one Award and Dollar (\$) Amount
  - d. Under Award Detail Description – write a personal note describing the reason for the reward
  - e. Type in your Signature
3. **Save the Excellence Rewards Form in the Excel Format.** We will not accept forms saved as a PDF.
4. Once you have filled out the form, submit it in Service Now. You can access Service Now via OKTA or Buzz.



5. In Service Now click on Request Something



6. Click on Total Reward/Benefits



7. Fill out your Service Now ticket

- “Requested For” MUST be the requestor/Manager’s name who is submitting the ticket. DO NOT change the name to the associate’s.**
- “Category” – Rewards
- Enter in a description of the ticket
- Attach the Excellence Rewards Form in the Excel Format
- Click on Submit