

















1	<p>Navigate to Service Now: https://ucop.service-now.com</p> <p><i>For the best result, please use the Chrome or Firefox browser.</i></p>						
2	<p>Log in using your user name and single sign on password – dual authentication is required</p> <div data-bbox="207 457 571 743"><p>User name</p><input type="text"/> <p>Password</p><input type="password"/> Forgot Password ? <input type="button" value="Login"/></div>						
3	<p>Select 'Request Service' from the menu</p> <div data-bbox="295 835 1318 1129"><table border="0"><tr><td><p>Report Service Interruption Service Interruption: Report Something Broken (Incident), Report Something Lost or Stolen (Incident)</p></td><td><p>Service Hub/ServiceNow System Requests Service Hub group memberships management, ServiceNow enhancement requests.</p></td></tr><tr><td><p>Request Service Request Services, software, or hardware.</p></td><td><p>Get Help Submit Other Requests, Ask a Question, Password reset, Contact Service Desk, Find Incident response time</p></td></tr><tr><td></td><td><p>Information Search KB articles, FAQs, and other resources</p></td></tr></table></div>	 <p>Report Service Interruption Service Interruption: Report Something Broken (Incident), Report Something Lost or Stolen (Incident)</p>	 <p>Service Hub/ServiceNow System Requests Service Hub group memberships management, ServiceNow enhancement requests.</p>	 <p>Request Service Request Services, software, or hardware.</p>	 <p>Get Help Submit Other Requests, Ask a Question, Password reset, Contact Service Desk, Find Incident response time</p>		 <p>Information Search KB articles, FAQs, and other resources</p>
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4	<p>Select 'Human Resources' from the menu</p> <div data-bbox="207 1213 1455 1625"><p> Request Service Request Services, software, or hardware.</p><p>Related Categories</p><table border="0"><tr><td><p>Accounts, Email, Calendar General Requests for UCOP Accounts, Email and Calendar</p><p>Business Resource Center General Requests for Non-Payroll Services</p><p>ITS Only: Infrastructure and Engineering Requests ITS Requests for UCOP Infrastructure and Engineering Systems</p><p>Onboarding Services New Employee IT provisioning</p><p>UCPC Staff Only UCPC Internal Work Requests and Incidents</p></td><td><p>Application and Data Services ITS Requests for UCOP Applications and Data Systems</p><p>Human Resources UCOP local HR Requests</p><p>Collaboration: Zoom, SharePoint, Box General Requests for 3rd Party Audio, Desktop Video and Web Collaboration tools</p><p>Work Equipment: Computers, Phones and Software General Requests and support for UCOP Computers, Phones, Jabber and Software</p></td></tr></table></div>	<p>Accounts, Email, Calendar General Requests for UCOP Accounts, Email and Calendar</p> <p>Business Resource Center General Requests for Non-Payroll Services</p> <p>ITS Only: Infrastructure and Engineering Requests ITS Requests for UCOP Infrastructure and Engineering Systems</p> <p>Onboarding Services New Employee IT provisioning</p> <p>UCPC Staff Only UCPC Internal Work Requests and Incidents</p>	<p>Application and Data Services ITS Requests for UCOP Applications and Data Systems</p> <p>Human Resources UCOP local HR Requests</p> <p>Collaboration: Zoom, SharePoint, Box General Requests for 3rd Party Audio, Desktop Video and Web Collaboration tools</p> <p>Work Equipment: Computers, Phones and Software General Requests and support for UCOP Computers, Phones, Jabber and Software</p>				
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5 Select Staff Appreciation and Recognition (STAR) Form

Human Resources

UCOP local HR Requests

Items

Staff Appreciation and Recognition (STAR) Form

UCOP STAR Awards Nomination Form

6 Enter information as prompted

- Create a **Watchlist** if you wish others to view and be notified as the nomination advances through the process.

UCOP STAR Awards Nomination Form

Award Eligibility (all criteria must be met):

- Nominee is a: policy-covered PSS employee, MSP employee, or exclusively represented employee in the Clerical Unit (CX)
- Nominee is on active pay status or on an approved unpaid leave
- Nominee has a minimum performance rating of "Successfully Meets Expectations" on their most recent annual performance evaluation. New employees who have not yet receive confirms on the nomination form that they are "successfully meeting expectations" and attaches a written review of performance.
- Nominee has worked on a specific project or event that is **above and beyond the normal scope** of their regular job responsibilities

If nominating a team or a group of individuals, complete a separate request for each nominee.

Nominees who are not UCOP employees must be submitted on an attached form: [STAR Program nomination form \(doc\)](#).

User Information

Requested by

Merideth Wakeman 

Your office number

9304

Your phone

(510)587-6050

Your department

LHR - Local Human Resources

* Requested on behalf of (yourself or someone else)

▶ More information

Users Watchlist

▶ More information



* Nominee is?

UCOP Employee

Non-UCOP Employee (must be submitted on STAR Program nomination form)

7 Enter Nominee information, amount of, and reason for the award

Nominee Information

* Select Nominee

 Cannot find the nominee

* Employee Department Code

Employee Department Name

* Amount of Award(\$)

* Briefly describe how the employee completed work on a specific project or event that is above and beyond the normal scope of an employee's regular job responsibility that warrants a STAR Award (1000 character limit).

8 Include the FAU and submit the request.

Nominator Information

* Nominator Name

* Nominator's Email

* Nominator Department

Nominator Department Name

* FAU