

For: American Payroll Association



The Rewards of Workplace Recognition

Want a productive office environment where staff care about and promote quality? Make workplace recognition a priority. A simple “thank you” goes a long way.

An organization that supports [workplace recognition](#) often enjoys a productive office environment where staff and management care about and promote quality. Getting positive feedback also boosts morale and promotes retention of top workers.

Motivating factors

In a [recent study](#) by motivation firm Make Their Day, more than 80 percent of surveyed employees said recognition was more fulfilling than any rewards or gifts. A majority replied that praise from managers led to increased motivation and a more fun work atmosphere.

How to say thank you

Whether through a [workplace recognition program](#), as part of a performance review or an informal gesture, here are some ways for employees to show appreciation for one other and for management to recognize their staff.

- **Say what you mean.** Compliment team members whenever you’re sincerely grateful for their contributions. This can be through an email, a written note or verbal praise.
- **Announce achievements.** Do this in all-team or all-company emails, in-house newsletters and during group meetings.
- **Explain why.** Feedback is key to fueling good work. When employees understand why their work makes a difference, they feel more invested in it.
- **Make it tangible.** Workplace recognition is great; workplace recognition plus a [reward](#) is even better. Gifts can come in various forms: extra paid time off, free parking for a month, movie tickets, gift cards and company logo items.

Any time is a good time to recognize payroll employees, but an especially appropriate period is during [National Payroll Week](#). If you’re a payroll supervisor or manager of a finance department, celebrate the many important contributions of your payroll staff during Sept. 1-5, 2014. Take them to lunch or have a catered meal brought in. Publicly praise these dedicated employees, who work away from the limelight and normally don’t get much notice unless there’s a mistake. Don’t underestimate the motivating power of saying “thank you.”

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