

Managers: Annual Merit Awarding – Job Aid

ASSIGNING MERIT INCREASES

Your Workday inbox will have a task(s) labeled **Compensation Review: Employee Merit CY**

From your inbox:

1. Open the **Compensation Review** task located in your Workday inbox. If you have multiple supervisory orgs (both position **and** job managed organizations (JM)), there will be two separate tasks in your inbox that require assigning merit. If you do not have subordinate organizations in your management hierarchy, you can directly click on the tasks to begin proposing merit awarding for your team as in screenshot #1.

The screenshot displays the 'Propose Awards' page in Workday. The left sidebar shows a 'Search Results' panel with two items: 'Compensation Review: Merit CY2026 for GMC Orthopaedics Surgery Team' and 'Compensation Review: Merit CY2026 for JM-GMC Orthopaedics Surgery Team', both effective 12/28/2025. The main content area is titled 'Propose Awards: Compensation Review: Merit CY2026' and includes a 'Welcome to Annual Merit Awarding' message with a link to 'Workday Training' and a 'Merit Job Aid'. Below this is a section for 'Overall Budget and Spend' showing a 0% progress bar and a 'Merit' status of 'USD 0.00 of 0.00'. The 'Compensation Planning' section has buttons for 'View Full Screen' and 'Reports'. At the bottom right, there is a 'Saved Filters' dropdown menu set to 'select one'.

Managers: Annual Merit Awarding – Job Aid

2. If you have subordinate organizations reporting up through management hierarchy with awarding, you will locate the same task(s) within your Workday inbox. From there you can select the [View Sub Orgs](#) near the bottom of the screen to view your supervisory organization as well as any of those reporting to yourself. By locating the [Actions](#) button for your sup org, you'll be able to select the **Propose Awards** option and begin awarding your employees.

The screenshot displays the Workday interface for the 'Compensation Review: Merit CY2026' task. The left sidebar shows a search for 'comp review' with one result: 'Compensation Review: Compensation Review: Merit CY2026 for Finance Department'. The main content area shows the 'Organization Summary' for 'Compensation Review: Merit CY2026', including 'Overall Budget and Spend' (4.3% Merit, USD 1,726.40 of 40,248.01) and 'Compensation Planning' with a table showing 'Finance Department' with 'Awaiting Action' status. The bottom of the screen has buttons for 'View Sub Orgs' and 'Search Employees'.

Organization	Status	Awaiting Persons	Actions
Finance Department 7 Sub Orgs, 14 Employees	Awaiting Action		Actions

Managers: Annual Merit Awarding – Job Aid

- To complete the Annual Merit task on behalf of a subordinate organization click **Actions** in the relevant row and select the **Complete on Behalf** option. When completing on behalf, you will be required to confirm the intent and add a comment. Once this action has been performed, you will be the responsible party for awarding these employees and they cannot be returned to your lower level leader.

Sub Organization Summary: Compensation Review: Merit CY2026

Overall Budget and Spend

Merit 0%
USD 0.00 of 40,248.01

Compensation Planning

% of Pool Summary 6 items

Organization	Status	Awaiting Persons	Merit	Actions
Finance Department 1 Employee	Awaiting Action	Manager#1	0.00%	Actions
Finance Partnering Department 1 Sub Org, 3 Employees	Awaiting Action	Manager#2	0.00%	Actions
Finance Partnering Division 2 Employees	Awaiting Action	Manager#3	0.00%	Actions
Finance Pharmacy Operations Department 1 Sub Org, 3 Employees	Awaiting Action	Manager#4	0.00%	Actions
GSS Financial Reporting Department 3 Employees	Awaiting Action	Manager#5	0.00%	Actions
Surgery Financial Liaison Division 2 Employees	Awaiting Action	Manager#6	0.00%	Actions

Actions dropdown menu options:

- View All Awards
- Search Employees
- View Activity
- Complete on Behalf

Buttons: Submit, Return to Top Level

Managers: Annual Merit Awarding – Job Aid

4. When you click and begin awarding individual employees, you will see information on your employees for your review located in the “smart panel” to the far right. These show the employee’s current year Performance Rating (provided it has been completed), any recent Disciplinary Actions (Verbal, Written, Suspension) if any, and current Compensation Grade Range.
5. Award a pay rate increase for each employee based on performance by entering a percentage (i.e. 3.0%) in the **Proposed Merit Increase %** column. The Actual Merit Increase % and the Merit Increase Amount field will automatically populate. Due to rounding of pennies, the Actual Merit Increase % may slightly differ from the inputted value.
6. If you do not wish to award an employee a merit increase, the “**Merit Zero Increase**” must be selected to note “Yes”. You may also provide any comments justifying these zero increases. Employees on a recent disciplinary action or scored as **Underperforming in Position** must receive a 0% increase and the system will prevent an award from being allocated.

20 Items														
Employee	Errors	Critical Validation	Current Base Pay	Current FTE	Merit Budgeted %	Merit Budgeted Amount	Proposed Merit Increase %	Actual Merit Increase %	Merit Increase Amount	New Base Pay	Lump Sum Amount	Merit Zero Increase	Merit Notes	
Josie Marcus (00319) Unit Desk Clerk			\$18.94	100%	3.00%	\$0.57	0.00%	0.00%	0.00	\$18.94	0.00	Yes		
Mattie Blaylock (00320) Occupational Therapist			\$45.23	100%	3.00%	\$1.36	3.00%	3.01%	1.36	\$46.59	0.00	No		
Morgan Earp (00551) Occupational Therapist			\$39.39	100%	3.00%	\$1.18	2.50%	2.49%	0.98	\$40.37	0.00	No		
John Holiday (00557) Physical Therapy Assistant			\$24.89	100%	3.00%	\$0.75	3.00%	3.01%	0.75	\$25.64	0.00	No		
John Ringo (00372) Speech Language Pathologist			\$36.80	100%	3.00%	\$1.10	3.00%	2.99%	1.10	\$37.90	0.00	No		
Sam Clemens (00321) Occupational Therapist			\$23.36	100%	3.00%	\$0.70	3.00%	3.00%	0.70	\$24.06	0.00	No		
Bob Foster (00322) Certified Occupational Therapy Assistant			\$28.03	100%	3.00%	\$0.84	3.50%	3.50%	0.98	\$29.01	0.00	No		
Lorem Ipsum (00323) Rehabilitation Assistant			\$39.98	100%	3.00%	\$1.20	4.00%	4.00%	1.60	\$41.58	0.00	No		

Employee
Josie Marcus (00319)

Performance Rating
Exceptional Performance

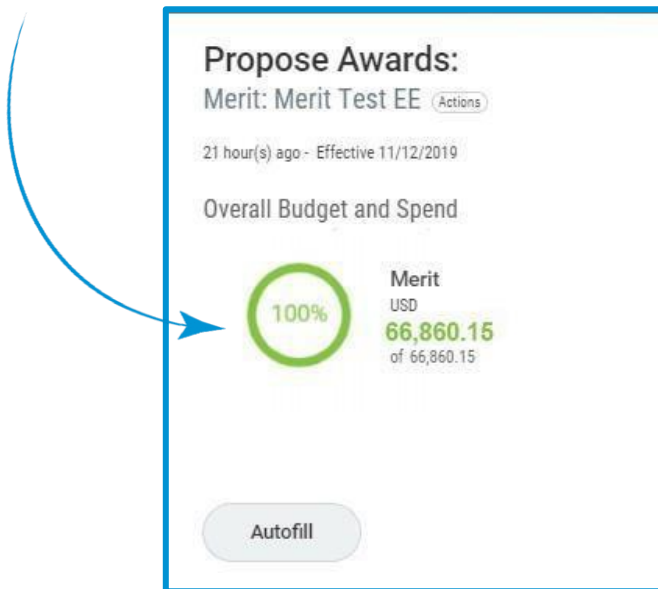
Compensation Grade Range
15.00 - 18.75 - 22.50 USD Hourly

Managers: Annual Merit Awarding – Job Aid

7. If you receive any validation errors (warning 🟡 and/or critical error 🔴) on an employee, you will need to follow the comments/prompts and correct your entry for critical errors. Warnings 🟡 alert your attention to an item but won't prevent submission and are usually related to a lump sum over max. Critical errors 🔴 will prevent submission of your awards and need to be rectified first prior to finalizing.
8. The budget amount for merit is calculated by Workday when Human Resources launches the merit awarding review – it's a targeted amount based on employees' salaries within their supervisory organization as of the snapshot date. The overall budget and spend indicator will dynamically update as you enter merit increases. Lump sums will also decrement from your overall budgeted merit amount.

Any “unused” monies will roll up to the next level manager and can be redistributed by them.

If assigning merit in a JM (“Job Managed”) sup org the overall budget will show/stay \$0 due to the 0% FTE(s). They can however be awarded an appropriate merit increase.



Managers: Annual Merit Awarding – Job Aid

ASSIGNING LUMP SUM AMOUNT

If a merit increase % calculates the new rate over the max of the range, a lump sum amount will automatically populate for the differential over max based on FTE. The New Base Pay will automatically calculate to the max of the range.

If an employee is at or over the max of the range currently, the merit increase % will auto populate in the lump sum column for those with an FTE. Employees who are a 0% FTE will require a manually calculated lump sum by the manager.

Important Note: The Lump sum amount is an editable field, however, please allow Workday to calculate the correct lump sum amount by using the proposed merit increase % for those with an FTE. Only those employees that calculate over max of grade are eligible for a lump sum amount.

13 items												
Merit												
Employee	Errors	Current Base Pay	Current FTE	Merit Budgeted %	Merit Budgeted Amount	Proposed Merit Increase %	Actual Merit Increase %	Merit Increase Amount	New Base Pay	Lump Sum Amount	Merit Zero Increase	Merit Notes
John Dough (00547) Medical Assistant		\$15.45	100%	3.00%	\$0.46	2.75%	2.72%	0.42	\$15.87	100.00	No	
Jane Doe (00012) Medical Assistant		\$15.23	100%	3.00%	\$0.46	3.25%	3.22%	0.49	\$15.72	100.00	No	
Max Zoom (00978) Clinic Nurse		\$27.45	100%	3.00%	\$0.82	3.00%	0.73%	0.20	\$27.65	1,296.88	No	

SUBMITTING MERIT INCREASES

- Merit submissions will automatically “rollup” through the supervisory organization. **The next level and top-level managers cannot submit their increases until their entire supervisory organization has completed their awarding.**
- If the top-level manager wants to make changes to a subordinate organization, they can “**Send Back**” using the drop down under actions . Top level managers can also review and make adjustments if needed.

