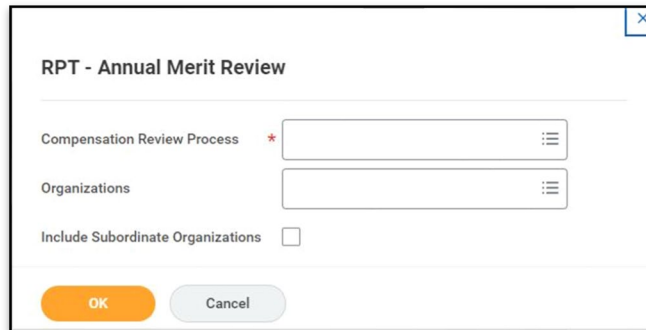


How-To Guide for Reviewing Merit Effective 4/1/2026

1. Once logged into Workday type “RPT – Annual Merit Review” in the search bar.
2. Once the report has been selected, the below pop-up will appear on your screen. Select “**Compensation Review: Management Merit CY2026**” and your organization, select the “include subordinate organization” to view indirect reports.



RPT - Annual Merit Review

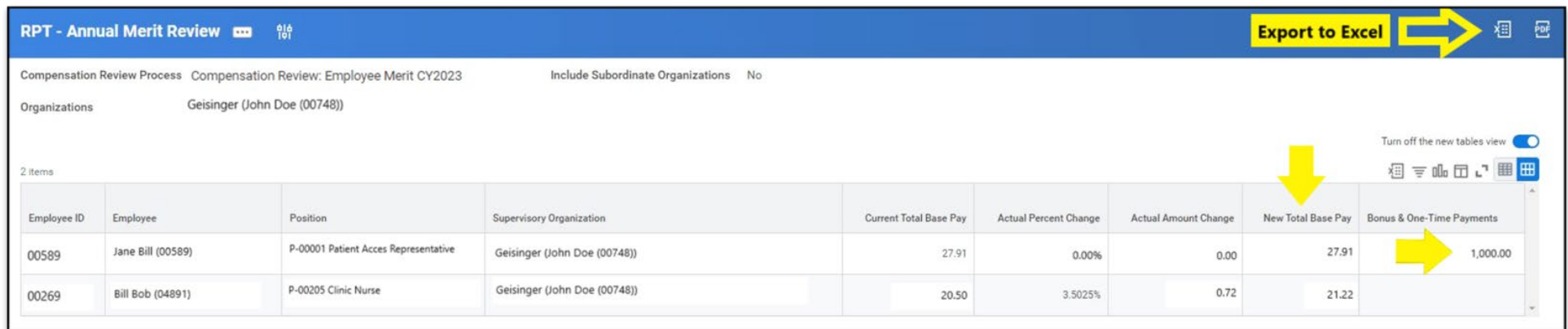
Compensation Review Process * [dropdown]

Organizations [dropdown]

Include Subordinate Organizations ☐

OK Cancel

3. The below screenshot is an example of the report which will assist in identifying impacted employees.
 - a. The report is a snapshot of employee base pay changes effective April 1st, 2026.
 - b. Merit awarded as a lump sum is shown in under “Bonus & One-Time Payments”, paid in the April 10th, 2026 paycheck for biweekly paid employees and April 30th, 2026 for monthly paid employees.
 - c. The report can be exported to Excel by using the icon shown in the top right corner of your screen.



RPT - Annual Merit Review

Compensation Review Process Compensation Review: Employee Merit CY2023 Include Subordinate Organizations No

Organizations Geisinger (John Doe (00748))

2 items

Employee ID	Employee	Position	Supervisory Organization	Current Total Base Pay	Actual Percent Change	Actual Amount Change	New Total Base Pay	Bonus & One-Time Payments
00589	Jane Bill (00589)	P-00001 Patient Acces Representative	Geisinger (John Doe (00748))	27.91	0.00%	0.00	27.91	1,000.00
00269	Bill Bob (04891)	P-00205 Clinic Nurse	Geisinger (John Doe (00748))	20.50	3.5025%	0.72	21.22	