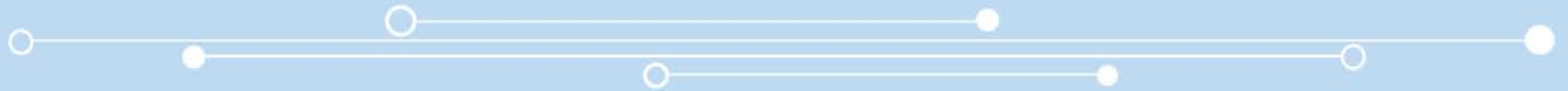


Merit Process Update Meeting



Sri Kamarthi

Associate Director, Workday Services

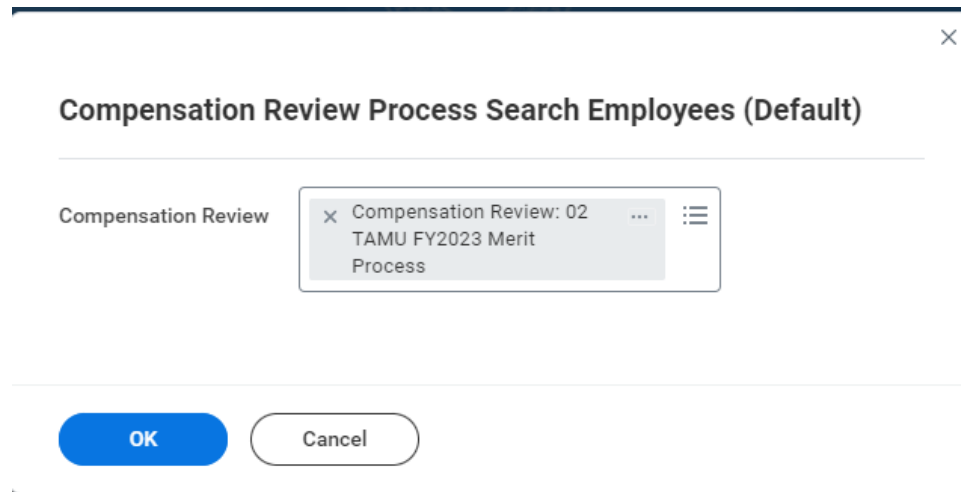
Agenda

A decorative horizontal line with a blue dot at the end and three colored dots (orange, green, yellow) along its path.

- Finding Employees
- Getting ready to finalize merit
- Merit Statements
- One-Time Merit Lump Sum Payments

Finding Employees

- ***Compensation Review Process Search Employees (Default)*** task
 - Filter employees based on manager and supervisory organization
 - Ability to select multiple managers or multiple employees



Compensation Review Process Search Employees (Default)

Compensation Review

- × Compensation Review: 02 ...
TAMU FY2023 Merit
Process

OK Cancel

Adding Employees

- To add employees to the merit process, they should have the correct merit plan assigned. You can see the merit plan assignment in the compensation tab of the worker profile

The screenshot shows a web application interface for The Texas A&M University System. At the top, there is a search bar and a navigation menu. A prominent blue banner displays the error message: "Cannot Add Employee to Compensation Process (Virtual) Alan Bishop". Below this, the breadcrumb path is "Compensation Review Process > Compensation Review: 02 TAMU FY2023 Merit Process". The main content area contains the following text: "It is not possible to add this employee to the process. This employee is either:" followed by a bulleted list: "* already part of the process", "* in an organization outside the process top level hierarchy", "* in an organization that has already been completed, or", and "* ineligible to the process." On the left side, there is a vertical navigation menu with four items: "Personal", "Performance", "Feedback", and "Compensation". The "Compensation" item is selected and highlighted. To the right of the menu, a table titled "Plan Assignments: 1 item" is displayed. The table has four columns: "Effective Date", "Plan Type", "Compensation Plan", and "Assignment". The data row shows an effective date of "09/01/2021", a plan type of "Salary", a compensation plan of "Salary", and an assignment of "12,000.00 USD Monthly".

THE TEXAS A&M UNIVERSITY SYSTEM

Search

Cannot Add Employee to Compensation Process (Virtual) Alan Bishop

Compensation Review Process Compensation Review: 02 TAMU FY2023 Merit Process

It is not possible to add this employee to the process. This employee is either:

- * already part of the process
- * in an organization outside the process top level hierarchy
- * in an organization that has already been completed, or
- * ineligible to the process.

Personal
Performance
Feedback
Compensation

Plan Assignments: 1 item

Effective Date	Plan Type	Compensation Plan	Assignment
09/01/2021	Salary	Salary	12,000.00 USD Monthly

Adding Merit Plan



- Employees had an in progress change when the merit plan was distributed
- Use ***Request Compensation Change -> Merit Plan Assignment/Removal***
- If you have several employees, list them and send them to support@tamus.edu with Employee ID, Position ID, System Member Part, Employee Type
- After the merit plan is added, you can add the employee to the merit process

Finalizing merit

- Use **Compensation Changes** report to filter on **in progress** changes and complete or cancel them before finalizing merit
- If the employee has an in progress change when the merit is finalized, merit award goes on hold.
 - **Compensation Review Awards On Hold Audit** report

The screenshot shows a dialog box titled "Compensation Changes Report" with a close button (X) in the top right corner. The dialog contains several filter fields:

- Effective Date From:** 01/01/2022 (with a calendar icon)
- Effective Date Through:** 12/31/2022 (with a calendar icon)
- Organizations:** * Texas A&M University System Offices (with a close button and a menu icon)
- Include Subordinate Organizations:**
- Employee/Contingent Worker Type:** Faculty (with a close button and a menu icon), Staff (with a close button and a menu icon)
- Workflow States:** In Progress (with a close button and a menu icon)

At the bottom of the dialog are two buttons: "OK" (a blue rounded button) and "Cancel" (a white rounded button with a grey border).

Merit Statements

9/1/20

MEMORANDUM

TO: Alan Bishop

FROM: Jessica Scott

SUBJECT: Salary for Fiscal Year 2021

We have completed our budget and salary recommendations for the upcoming year.

Your new FTE monthly pay rate effective September 1, 2020 will be \$12,480.00.

This amount includes the below award(s)

Award	Percent
Merit	4.00%

Thank you for all you do for The Texas A&M University System

- New final monthly or hourly rate will be displayed based on the pay rate type of the Employee
- All three award types are displayed in a table in the order of *Merit, Additional Adjustment and Promotion*
- Members can choose to use a statement with or without a percentage
- We can release the statements in sandbox for testing
- Merit Point of Contact to notify Workday Services to release the statements

Merit Statement Notifications

When members choose to utilize the Workday merit statement, Employees now receive a notification in Workday and an email when the new merit statement is generated

The screenshot displays the 'Notifications' section in a Workday interface. At the top, there is a blue header with the word 'Notifications'. Below this, there are filters for 'Viewing: All', 'Sort By: Newest', and a time range of 'From Last 30 Days'. A notification card is visible with the title 'New Compensation Statement Available in Workday' and a timestamp of '2 day(s) ago'. To the right of the notification list, there is a detailed view of the alert notification. This view includes icons for grid, PDF, and share, along with the text '2 day(s) ago'. The details are as follows:

Alert Notification	Notify Sri Kamarthi of New Compensation Statement Available in Workday
Creation Time	04/11/2022 10:44:29.762 AM
Recipient	Sri Kamarthi
Subject	New Compensation Statement Available in Workday
Body	You are receiving this notification because a new compensation statement has been generated for you as a result of the merit process. You can view this new statement by navigating to the Compensation Review Statement History report from inside the Pay Worklet on your Workday Home page. Please reach out to your local Human Resources office for any questions you may have about this statement.

One Time Merit Lump Sum EIB



- To get the one-time merit lump sum loaded effective 9/1/2022
 - EIB request is due by 8/12/2022 for One Time Merit Lump Sum payments effective 9/1/2022
 - <https://it.tamus.edu/workdayservices/support/forms/request-for-mass-load-eib/>
 - EIB with data is due by 8/25/2022
 - Payments
 - Biweekly employees are paid: September 9, 2022
 - Monthly employees are paid: October 1, 2021
- Payments can be validated in Workday using the ***One-Time Payments*** report



What Questions Do You Have?