

Description: This job aid provides instructions on how to enter merit increases for staff.

Applies to: Managers with direct reports or Salary Planners

Notes: Please do not submit your recommended increases until they are final.

Instructions: Fields not specified in this document are to be skipped or left blank.

ENTERING MERIT INCREASES INTO WORKDAY

For 2025, managers have one pool to award to staff. *You may not exceed the budget allocated to you in Workday.* If you have a strong case for exceeding your budget, please speak with your manager. They will need to allocate funds from their pool in Workday. Market Adjustment/Top Performer increases can be entered into the market adjustment/top performer fields but you may not exceed your allocated pool amount.

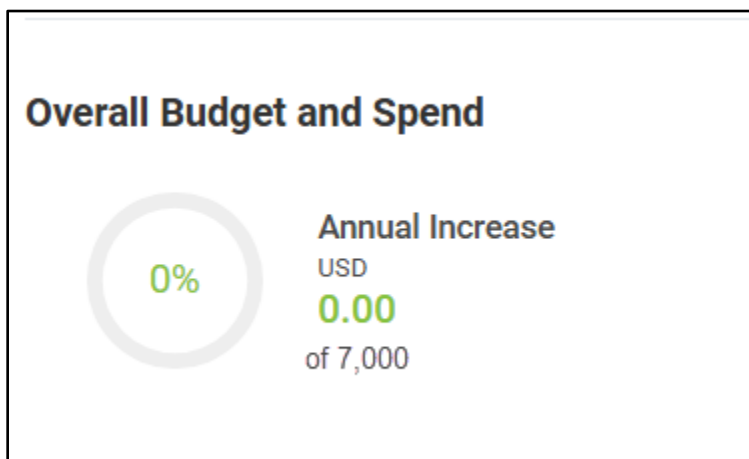
1. From your Workday inbox, select the task **Compensation Review: Annual Increase – Staff for [Department] – Manager Name**.
2. Review the **Salary Increase Guidance** at the top of the task.

Salary Increase Guidance

In 2025, there is **one** combined salary increase pool for managers to allocate both merit and market adjustments. **The 2025 salary increase budget for managers is 2.0%**

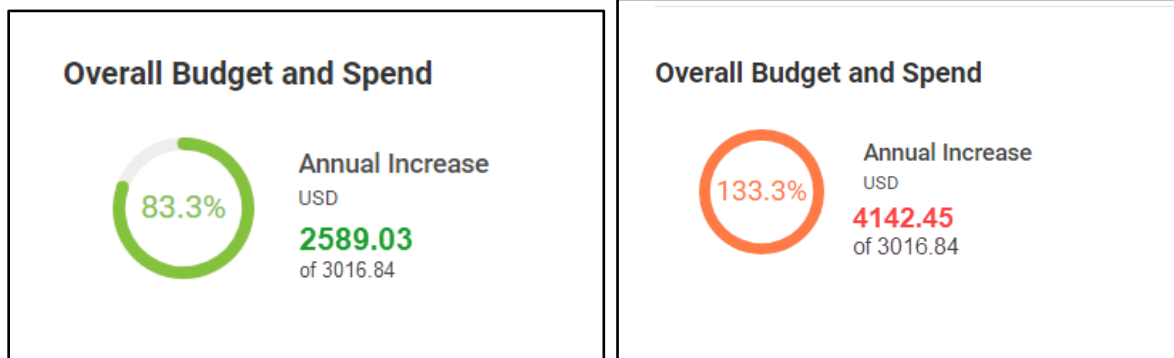
- Merit is the first priority and should be entered in the annual increase section below.
- The Market Adjustment/Top Performer % and Amount fields are for additional increases that meet these criteria.
- The Market Adjustment/Top Performer % and Amount fields will also be used for EVPs' Holdback allocations if applicable.
- Pay increases should be differentiated based on performance (not allocated Across-the Board).
- Employees rated Needs Improvement will receive 0 increases until their PIPs end.

3. The next section lists your **Overall Budget and Spend**. This is the full amount for all organizations **that roll up to you**. **Do not use the Autofill button**. The autofill button only adds default increases.

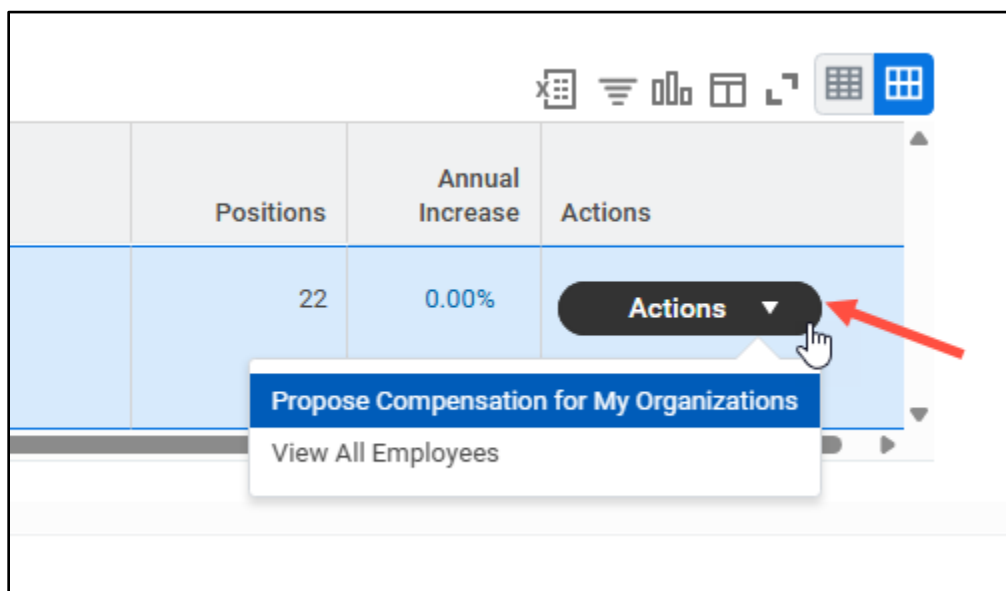


4. If all of your budget has been allocated, the circle will be green and show 100%. If you have allocated less than your budget, the circle will still be green but show the percentage that has been allocated. If you have assigned more than your overall budget and spend, the circle will be

red. Please note: if your circle is red, you will be **unable to submit your staff increases**. If you would like to add more to an employee's increase, you must make the request to your manager. Your manager can add additional money to your employees' increases out of their budget. The process is the same for all levels of the management chain.



5. If you are a salary planner entering increases for your entire department/team, click the **Actions** button and choose **Propose Compensation for My Organizations**.



6. If you are a manager responsible for entering increases only for your direct reports, your list of direct reports will be available in the Workday task.
7. To enter the merit increase, you may use the percentage field or the amount field.

1 item

Annual Increase

Employee	Position	Errors	Annual Performance Rating	Annual Increase %	Annual Increase Amount	Annual Increase Notes
Sally Staffer (Martha Manager)	Sally Staffer - ITS			3.00%	3000.00	Add any notes here

Percent and Amount fields

New amount after increase

Hire Date

Time Type
Full time

Original base pay

Base Pay as of 06/30/2023
\$ 100,000.00

Overall Increase Amount
3000.00

Overall Increase %
3.00%

Base Pay as of 7/1/2023
103,000.00

8. Scrolling over to the right opens the market adjustment/top performer fields. You may enter amounts into the field – however you may not exceed your allocated budget. If you have already entered your full budget amount, speak to your manager. They can enter the amount from their own pool.
9. Once you have entered your increases, click **Submit**. Clicking submit moves the increase task up to the next manager in your organization. This manager may make changes to the increases you have submitted. **You cannot edit your recommendations once you click submit.**
10. For managers who oversee other managers, you will be able to review and change the recommendations for your subordinate organizations by clicking the **Sub Orgs** symbol OR clicking the **Actions** button and choose **Propose Compensation for My Organizations** or **View All Employees**.

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Status	Positions	Annual Increase	Actions
Brandeis University (Marsha Mellow)				Awaiting Action	3	104.79%	<div> <div>Actions</div> <div> Propose Compensation for My Organizations View All Employees </div> </div>

Run Custom Validations

ERROR MESSAGES TO REVIEW

1. If you are a manager of other staff members who are *also* managers, you will not be able to submit your increase proposals until all your direct reports have entered and submitted their increase proposals to you. Click the **OK** button. You'll get a notification that your submit action has been canceled. Click the **Done** button to return to the task.

Compensation Review Submit

All subordinate organizations need to be in a status of Submitted or Manually Advanced to continue.

OK

Cancel

2. If you attempt to submit an increase that's more than your allocation, you'll receive an error message. Click the **Done** button to return to your increase task.

Compensation Review Submit

Your awards exceed the available pool allocated to you. Please reduce the awards so that none of the remaining pools are less than zero.

Done