

2025 Merit Review | Managers and Supervisors

April Fiscal

11 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Alex Drabik	May 01, 2025	May 06, 2025

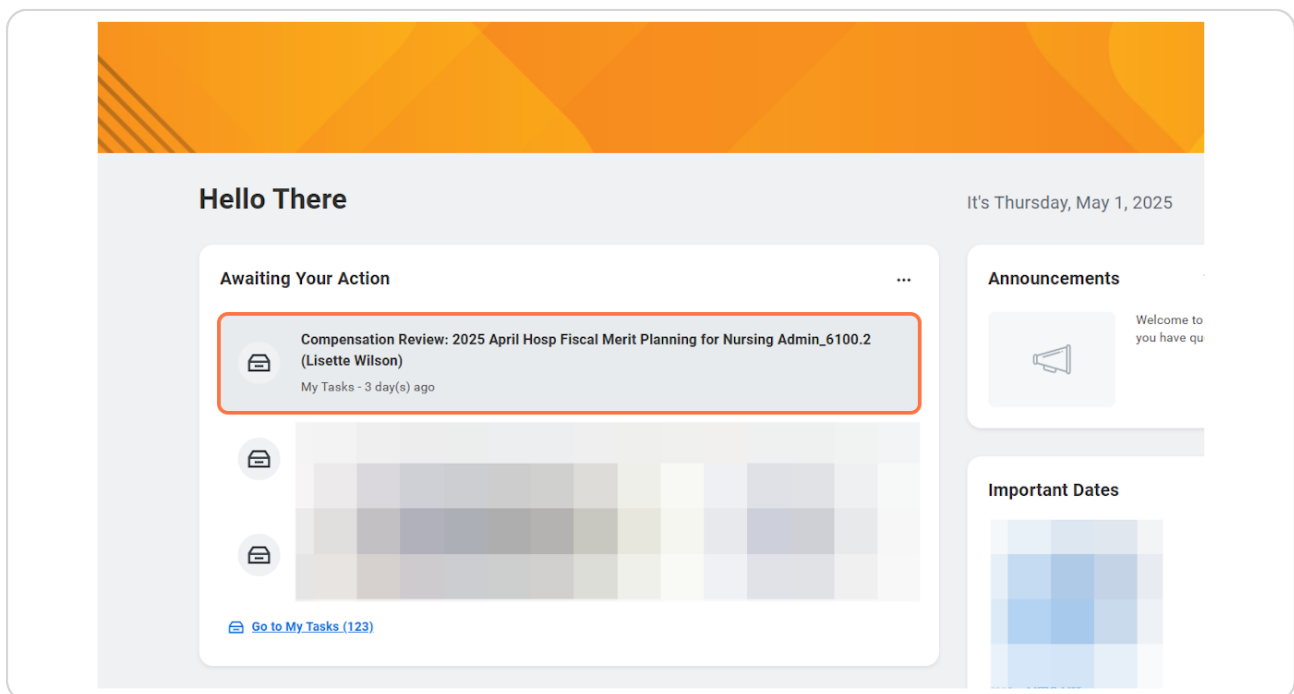
Reminders:



- Watch the 2025 Merit Leader Presentation before starting this process.
- If you have Direct Reports in Workday you MUST complete this process
- Ensure all of your direct reports are included in your list as expected. If you are missing employees please contact Alex Brandenburg at Alexus.Brandenburg@maryfreebed.com.
- Manager merit submissions are due by 6/6/2025
- Performance and Merit conversations are to be had by 7/16/2025
- Statements will be available to employees in their Workday profile by 6/29/2025

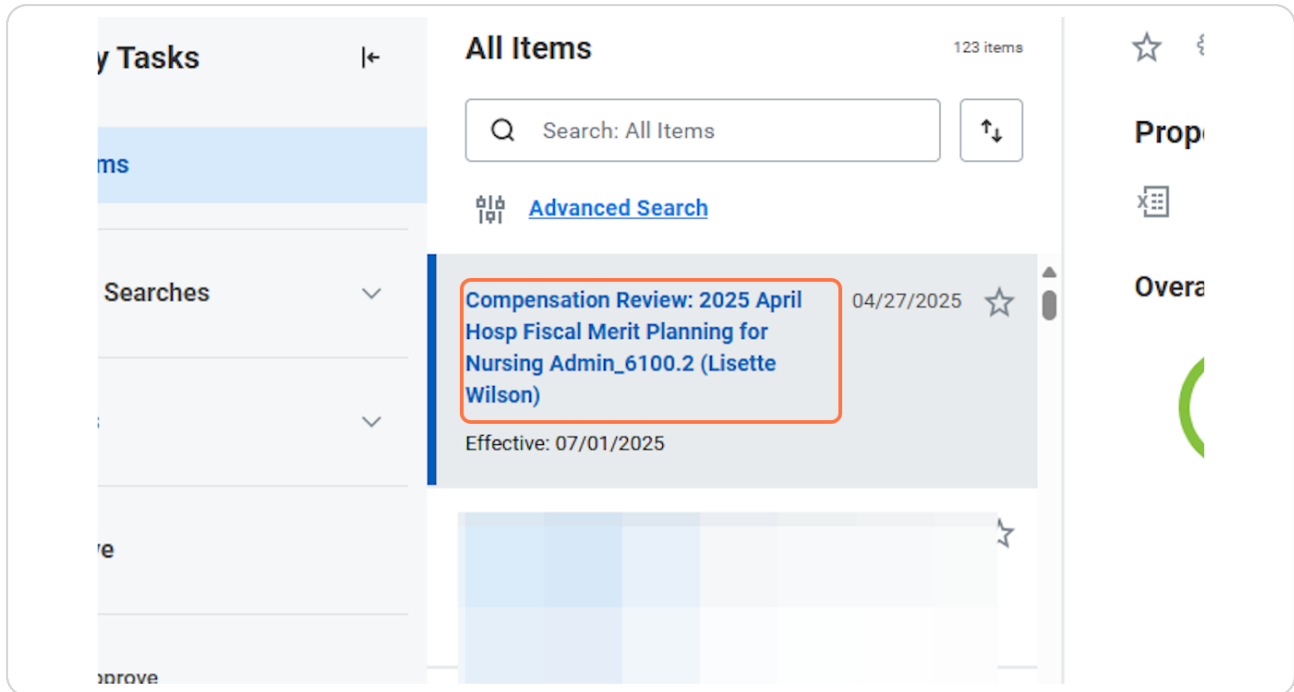
STEP 1

Navigate to the Workday Task titled "Compensation Review: 2025 April Hosp Fiscal Merit Planning for..."



STEP 2

If you don't see the task on your home screen you can navigate to your inbox and search for 'compensation review'.



STEP 3

In the task review, you will see a high-level overview of your supervisory organization's overall budget and spend. From here we can take a few actions...

The screenshot displays a software interface for managing compensation reviews. On the left, a sidebar titled "All Items" (123 items) contains a search bar and a list of items. One item is expanded, showing "Compensation Review: 2025 April Hosp Fiscal Merit Planning for Nursing Admin_6100.2 (Lisette Wilson)" with an effective date of 07/01/2025. The main panel on the right, titled "Propose Awards: Compensation Review: 2025 April Hosp Fiscal Merit Planning", shows an "Overall Budget and Spend" section with a 100% progress indicator and a merit spend of USD 62,845.12 out of a budget of 62,862.81. Below this is a "Reports" dropdown and a table with 55 items, including columns for Employee Details, Manager, Frequency, and Hire Date.

Compensation Review: 2025 April Hosp Fiscal Merit Planning for Nursing Admin_6100.2 (Lisette Wilson)
Effective: 07/01/2025

Propose Awards: Compensation Review: 2025 April Hosp Fiscal Merit Planning

Overall Budget and Spend

100% Merit USD 62,845.12 of 62,862.81

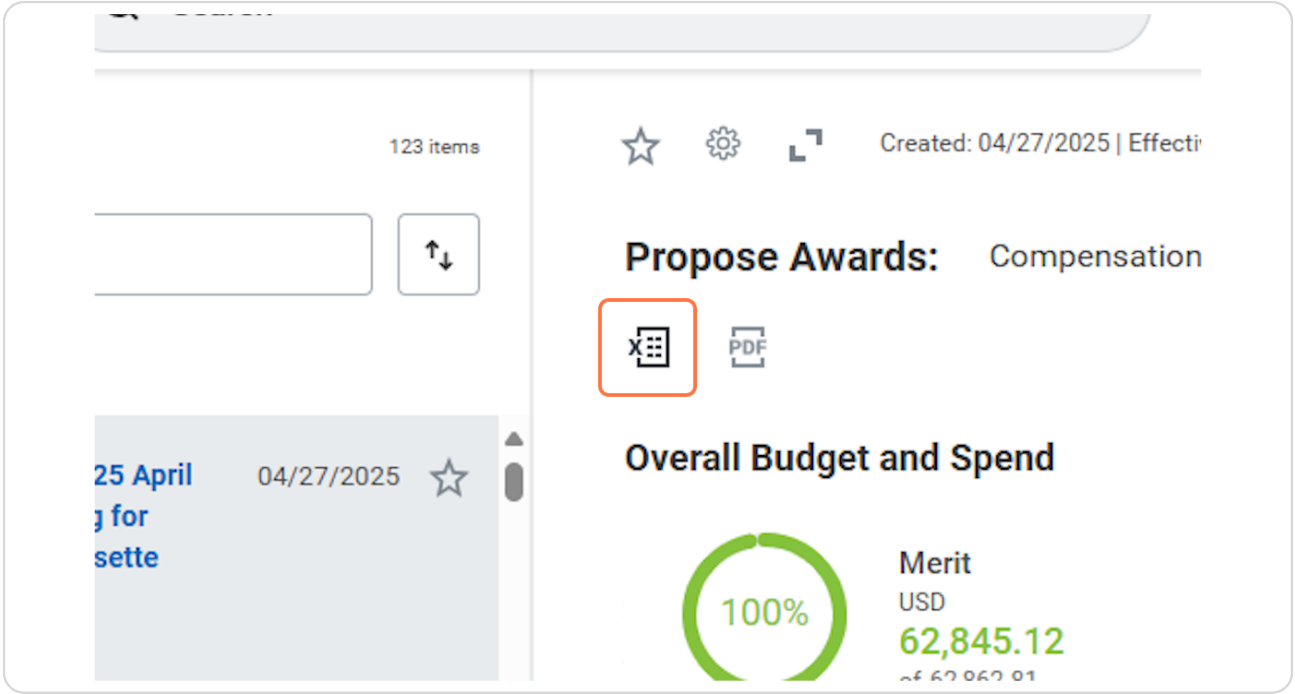
Reports

55 items Merit

~ Employee Details ~	Manager	Frequency	Hire Date
[Employee Name]	[Manager Name]	[Frequency]	[Hire Date]

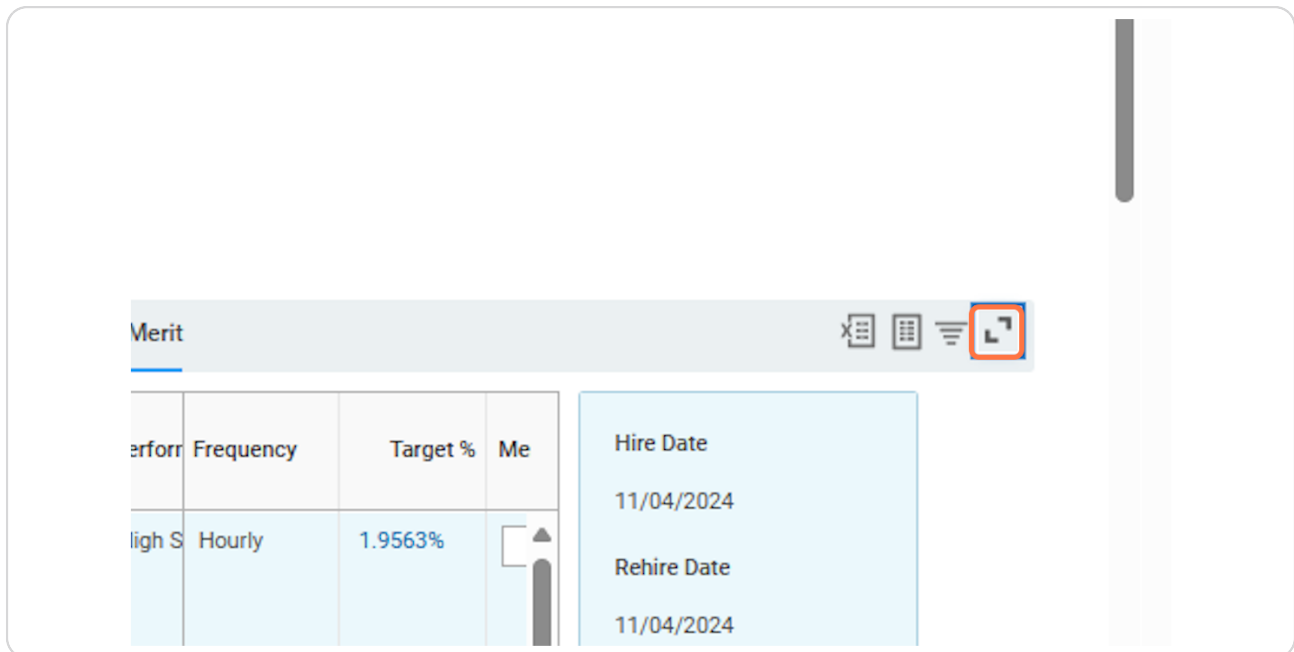
STEP 4

Click on Export to Excel button in the top left, to export your employees' data.



STEP 5

You can toggle the top right corner to increase your view of all of your employees' merit data.



STEP 6

The employee Details breaks down merit information as seen below.

Employee Details: this will include the employees name, job profile, and sup org.

Manager: Lists the employee's direct upline for the position in review.

Performance Rating: Lists the post-calibrated performance score which is driving the merit adjustment.

Current Base Pay: Lists the employees current base rate in hourly or annual dollars dependent on their type of pay.

Frequency: Lists whether the employee is hourly or salaried (annual)

Target %: Lists the target % for merit increase based on performance and any applicable prorations

Merit Increase %: Editable field for the merit increase NOTE: Managers are only able to adjust merit +/- .25%; generally adjustments should not need to be made. You will receive an error if you adjust more than .25%

Merit Increase \$: Editable field for the merit increase in dollars/cents. As you adjust dollar amounts, other fields will adjust accordingly. NOTE: Managers are only able to adjust merit +/- .25%; generally adjustments should not need to be made. You will receive an error if you adjust more than .25%

Merit New Pay: Employee's rate of pay after Merit adjustment

Market adj% & Market adj\$: this will house any market adjustment data if applicable for your group.

Final Rate: Employees final rate inclusive of merit and applicable market adjustments.
Comments: you are welcome to leave comments, these will be visible by your uplines and HR, but not to employees.
Summary Box: as you click through employees, the summary box shows a basic employee data such as FTE and Hire date.

SS Items

Merit

Manager	Performance Rating	Current Base Pay	Frequency	Target %	Merit Increase %	Merit Increase \$	Merit New Pay	Market Adj %	Market Adj \$	Final Rate	Comments
Lisette Wilson	High Solid Performer (3)	21.36	Hourly	1.9563%	1.9663%	0.42	21.78	0	0.00	21.78	
Lisette Wilson	High Solid Performer (3)	19.35	Hourly	3.25%	3.2558%	0.63	19.98	0	0.00	19.98	
Lisette Wilson											
Lisette Wilson											
Lisette Wilson											
Lisette Wilson											
Lisette Wilson											
Lisette Wilson											
Lisette Wilson											
Lisette Wilson											

Hire Date

11/04/2024

Rehire Date

11/04/2024

FTE

Full time - 90%

Compensation Range - FTE Prorated

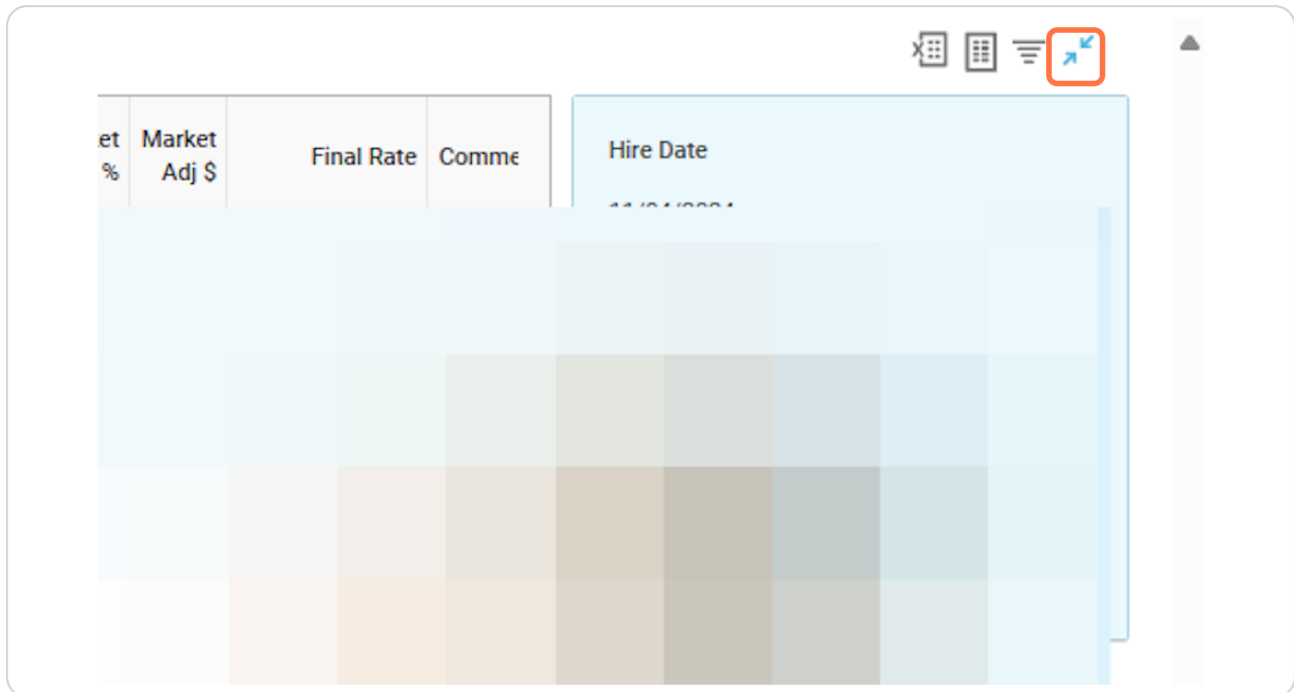
17.50 - 22.25 USD Hourly

STEP 7

Work through your list of employees reviewing adjustments and checking for overall accuracy.

STEP 8

Once you have completed reviewing all employees, you may need to decrease your screen size by clicking the arrows in the top right corner to see the 'submit' button.



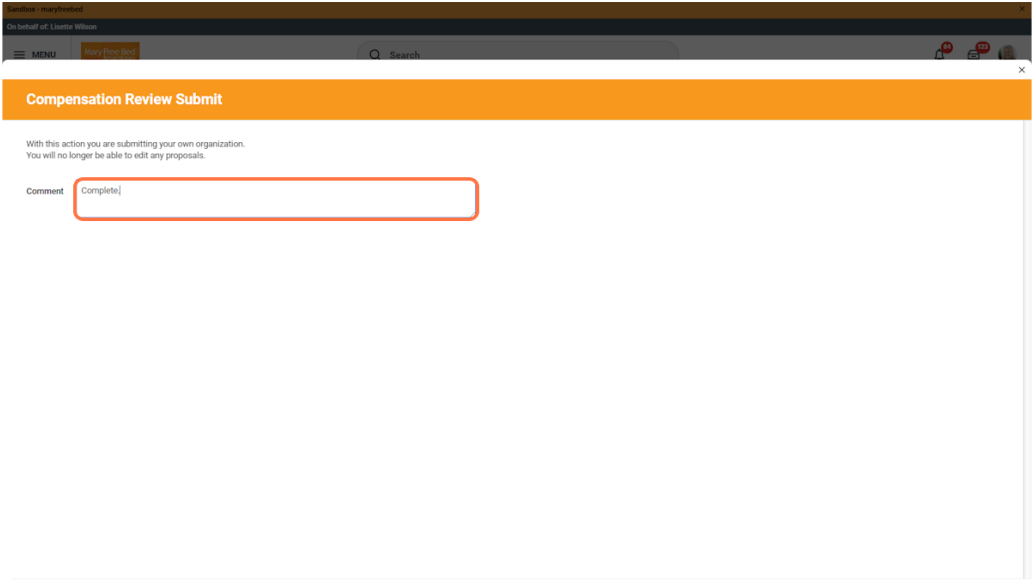
STEP 9

Click on "Submit" to complete your final merit review.

[illegible]

STEP 10

Click Submit again to complete the process. Feel free to leave comments, these will be visible to HR and your upline/s



The screenshot shows a web browser window with a dark header bar. Below the header, there is a navigation bar with a menu icon, the text 'Payroll', and a search bar. The main content area has an orange header with the text 'Compensation Review Submit'. Below this, there is a warning message: 'With this action you are submitting your own organization. You will no longer be able to edit any proposals.' Underneath the warning, there is a 'Comment' label and a text input field containing the word 'Complete'. At the bottom of the form, there are two buttons: a blue 'Submit' button and a grey 'Cancel' button. The 'Submit' button is highlighted with a red border.

STEP 11

Click on Done or navigate away from this screen.



The screenshot shows a large, empty white rectangular area. At the bottom center, there is a blue button with the word 'Done' in white text. The button is highlighted with a red border.