

# 2025 Merit Review for Manager's Manager

April Fiscal

18 Steps [View most recent version](#) 

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Created by

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Creation Date

May 01, 2025

Last Updated

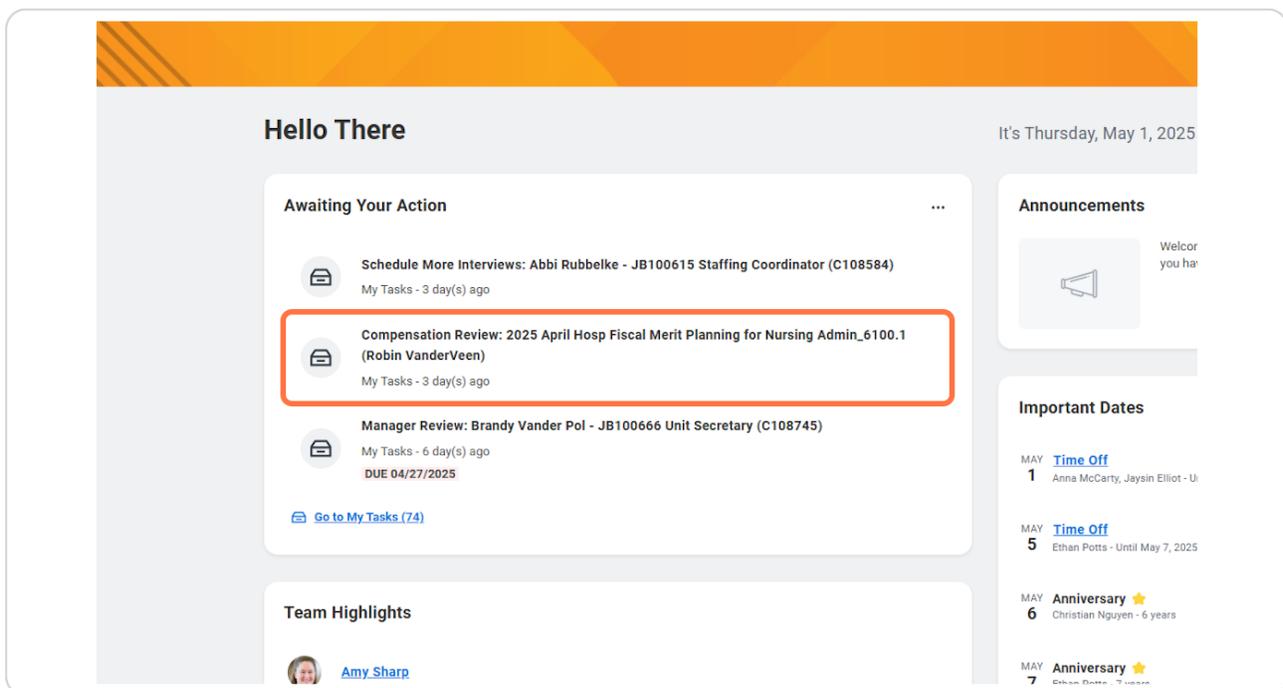
May 06, 2025

## 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](mailto: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..."



The screenshot shows a Workday dashboard interface. At the top, it says "Hello There" and "It's Thursday, May 1, 2025". The main content area is divided into several sections:

- Awaiting Your Action:** This section contains three tasks:
  - "Schedule More Interviews: Abbi Rubbelke - JB100615 Staffing Coordinator (C108584)" - My Tasks - 3 day(s) ago
  - "Compensation Review: 2025 April Hosp Fiscal Merit Planning for Nursing Admin\_6100.1 (Robin VanderVeen)" - My Tasks - 3 day(s) ago** (This task is highlighted with a red box)
  - "Manager Review: Brandy Vander Pol - JB100666 Unit Secretary (C108745)" - My Tasks - 6 day(s) ago, DUE 04/27/2025
- Announcements:** A section with a megaphone icon and the text "Welcor you ha".
- Important Dates:** A list of dates:
  - MAY 1 **Time Off** - Anna McCarty, Jaysin Elliot - U
  - MAY 5 **Time Off** - Ethan Potts - Until May 7, 2025
  - MAY 6 **Anniversary** 🌟 - Christian Nguyen - 6 years
  - MAY 7 **Anniversary** 🌟 - Ethan Potts - 7 years
- Team Highlights:** A section with a profile picture and the name "Amy Sharp".

At the bottom of the "Awaiting Your Action" section, there is a link: [Go to My Tasks \(74\)](#).

## STEP 2

### From the task overview, you can view your...

Overall Budget and Spend

Additional Adjustments that were made by you or other leaders in you downline

By clicking 'Sub Orgs' Icon we can take a deeper dive into the leaders that report to you.

The screenshot shows a web application interface for a compensation review task. The main content area is titled "Organization Summary: Compensation Review: 2025 April Hosp Fiscal Merit Planning". It features a section for "Overall Budget and Spend" with two circular progress indicators: "Merit" at 100% (USD 437,668.34 of 437,748.17) and "Additional Adjustment" at 0% (USD 0.00 of 0.00). Below this is a table for "% of Pool Summary" with one item: "Nursing Admin\_6100.1" (Robin VanderVeen) with a status of "Awaiting Action". A "Run Custom Validations" button is located below the table. At the bottom of the interface, there are "Submit" and "Search Employees" buttons.

### STEP 3

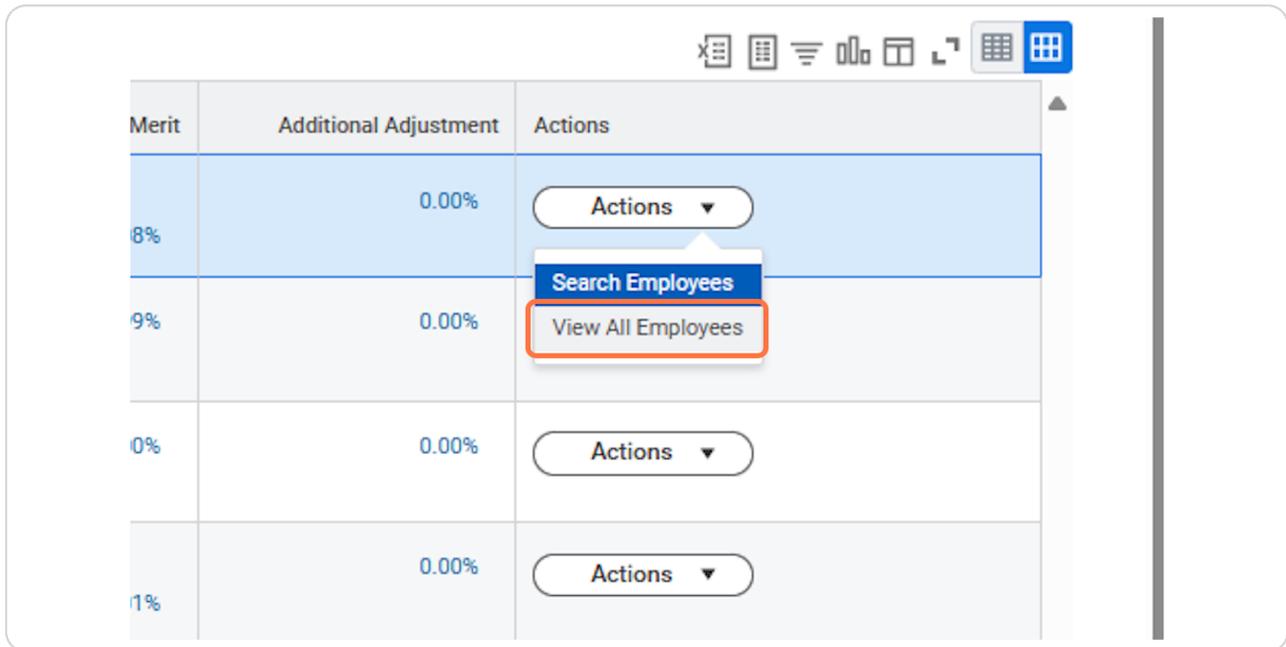
**The Sub Org View or Organization Summary gives you view into who has submitted how many positions are included in the org and the percentage of additional adjustments. Click Actions to take action on a specific org.**

The screenshot displays the 'Organization Summary' page for a 'Compensation Review: 2025 April Hosp Fiscal Merit Planning'. It features two progress indicators: 'Overall Budget and Spend' at 100% (USD 437,668.34 of 437,748.17) and 'Additional Adjustment' at 0% (USD 0.00 of 0.00). Below these is a table titled '% of Pool Summary 7 Items' with columns for Organization, View, Status, Positions, Merit, Additional Adjustment, and Actions. The table lists seven organizations with their respective metrics and status. At the bottom, there are buttons for 'Run Custom Validations' and 'Return to Top Level'.

Organization	View	Status	Positions	Merit	Additional Adjustment	Actions
Nursing Admin_6100.1 (Robin VanderVeen)		Awaiting Action	29	100.00%	0.00%	<b>Actions</b> ▼
3M Nursing Peds and IMR_6130.1 (Maddie Schrauden)		Submitted	64	99.99%	0.00%	Actions ▼
Nursing Admin_6100.2 (Lisette Wilson)		Submitted	55	100.00%	0.00%	Actions ▼
Nursing Admin_6100.3 (Mattie Rice)		Submitted	104	100.01%	0.00%	Actions ▼
Nursing Admin_6100.4 (Kendall Lisenbee)		Submitted	111	99.93%	0.00%	Actions ▼
Nursing Admin_6100.5 (Timothy Johnson)		Submitted	12	99.74%	0.00%	Actions ▼
Nursing Education_6105.1 (Arens McCarty)		Submitted	2	100.00%	0.00%	Actions ▼

#### STEP 4

The actions drop down menu allows you to view employees by that sup org or search for individual employees.



Merit	Additional Adjustment	Actions
8%	0.00%	Actions ▾
9%	0.00%	Search Employees View All Employees
10%	0.00%	Actions ▾
11%	0.00%	Actions ▾

#### STEP 5

From this view you can review the individual employees and make adjustments if needed. See breakdown of fields 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 proration

**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



STEP 6

**IMPORTANT: If you adjust more than .25% you will get a validation error. Please contact Alex Brandenburg if you believe an adjustment beyond this amount needs to be made.**

Details ~	Manager		Performance Rating	Current Base
	Robin VanderVeen	 	High Solid Performer (3)	17
	Robin VanderVeen		High Solid Performer (3)	17

## STEP 7

### Error Example:

The screenshot displays a software interface with a modal window open. The modal window contains a table with the following data:

Employee	Severity	Validations	Message
[Redacted]	Critical	Manager cannot adjust planned merit % by more/less than 0.25%	- Manager cannot adjust planned merit % by more/less than 0.25%

Below the modal window, the main interface shows a list of employees. The first entry is:

1 Nursing Admin\_6100.1 (Robin VanderVeen)

To the right of the employee list, there is a summary table with the following data:

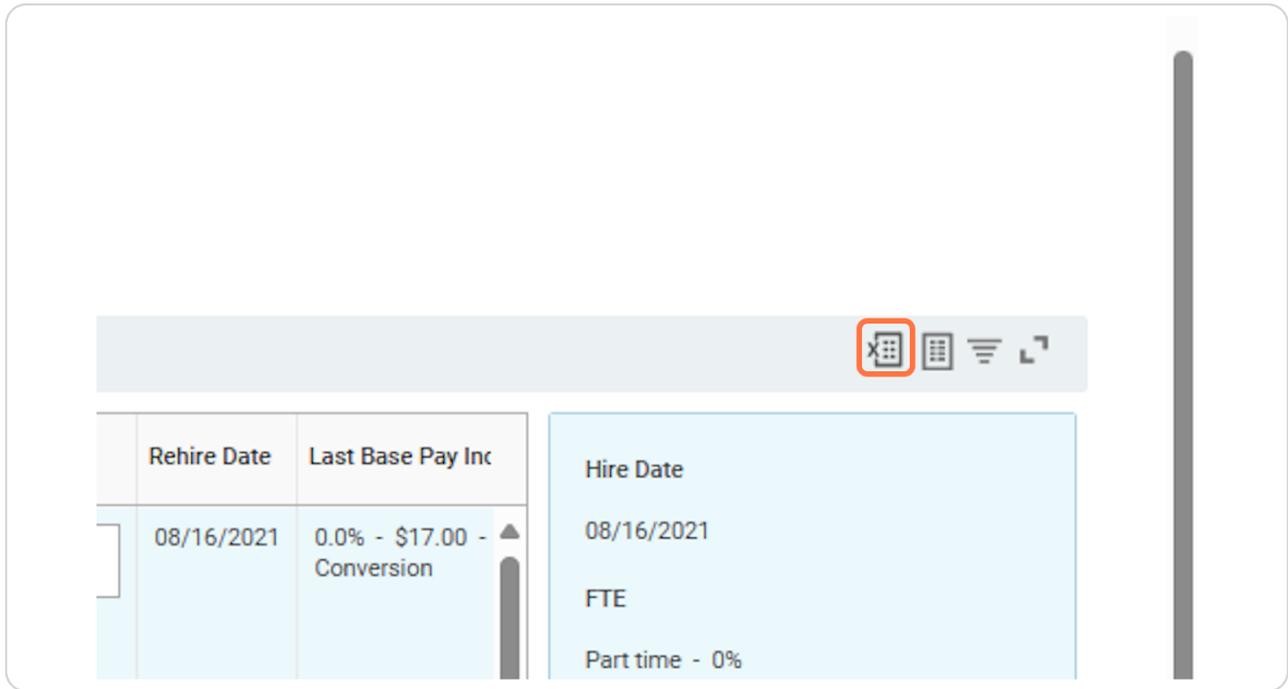
Base S	Merit New Pay	Market Adj %	Market A	Hire Date
0.60	17.60	0.00%	0.1	08/16/2021

Below the summary table, there are additional fields:

FTE  
Part time - 0%

## STEP 8

You can also export this list to excel by clicking the excel icon in the top right corner. However, submission and edits must still be made in Workday.



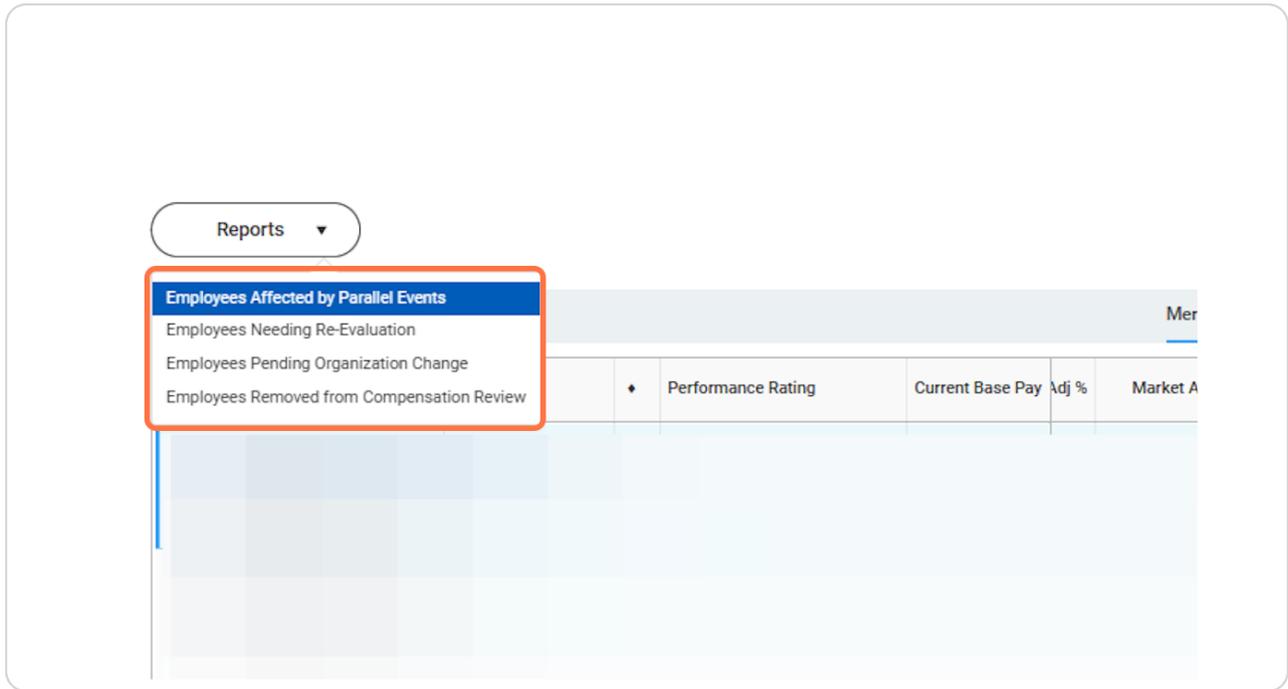
The screenshot shows a table with two columns: 'Rehire Date' and 'Last Base Pay Inc'. The first row contains the values '08/16/2021' and '0.0% - \$17.00 - Conversion'. To the right of the table is a light blue panel with the following text: 'Hire Date', '08/16/2021', 'FTE', and 'Part time - 0%'. In the top right corner of the interface, there is a toolbar with four icons: an Excel icon (highlighted with a red square), a list icon, a filter icon, and a refresh icon.

Rehire Date	Last Base Pay Inc
08/16/2021	0.0% - \$17.00 - Conversion

Hire Date  
08/16/2021  
FTE  
Part time - 0%

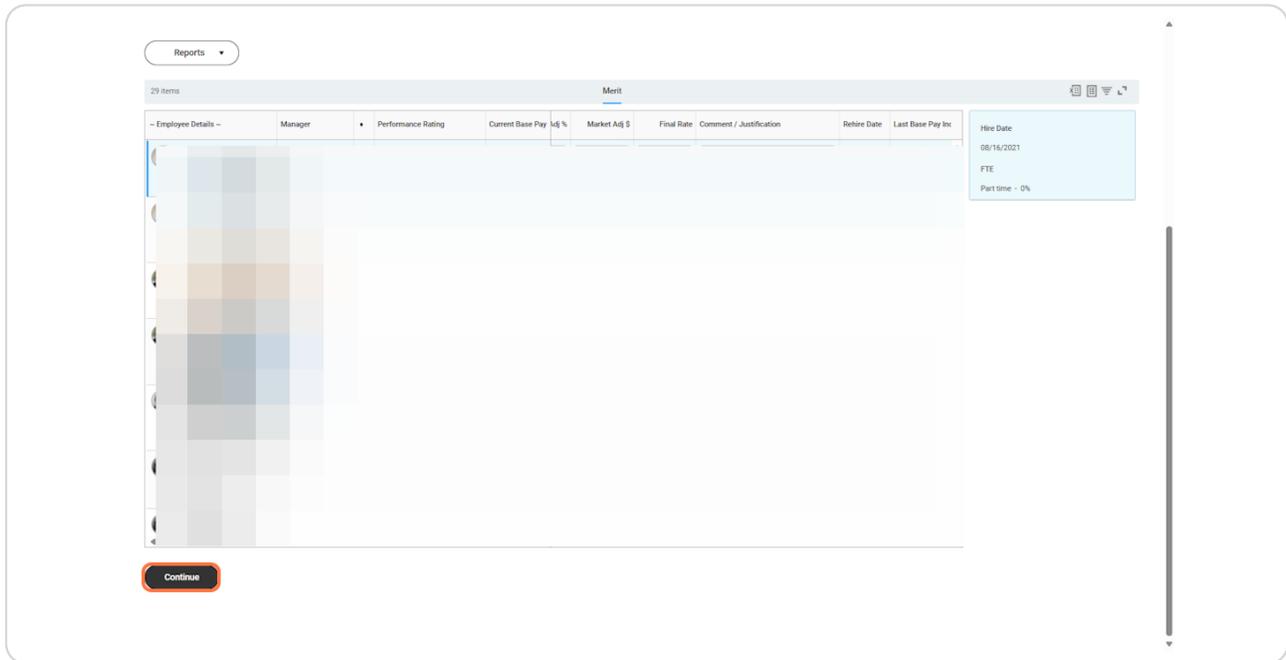
## STEP 9

You may also run a number of reports based on the subordinate organization you have selected, or your own sup org.



## STEP 10

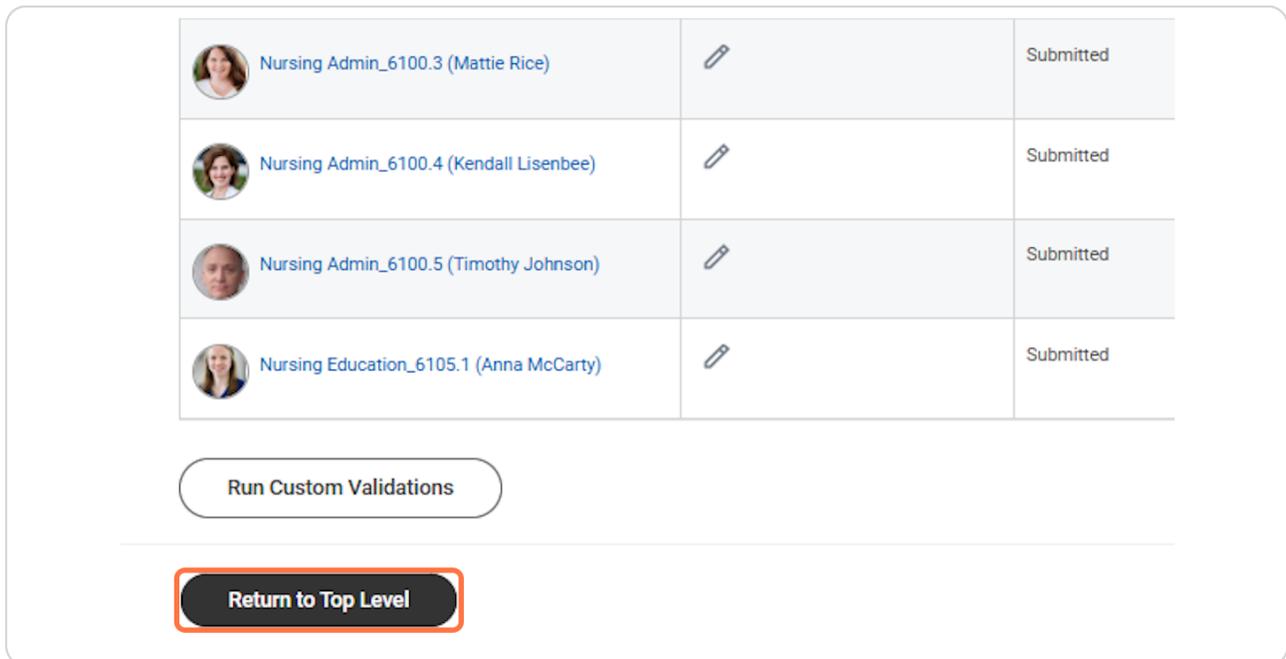
When you are ready to submit or review other orgs click 'continue'



The screenshot shows a web interface for a merit review process. At the top, there is a 'Reports' dropdown menu. Below it, a header bar indicates '29 items' and 'Merit'. The main area contains a table with columns: Employee Details, Manager, Performance Rating, Current Base Pay, % (4%), Market Ad \$, Final Rate, Comment / Justification, Retire Date, and Last Base Pay Inc. A sidebar on the right shows details for a selected item: Hire Date (08/16/2021), FTE, and Part time - 0%. At the bottom left, a 'Continue' button is highlighted with a red border.

## STEP 11

Navigate to other orgs to review or 'return to top level' for final submission.

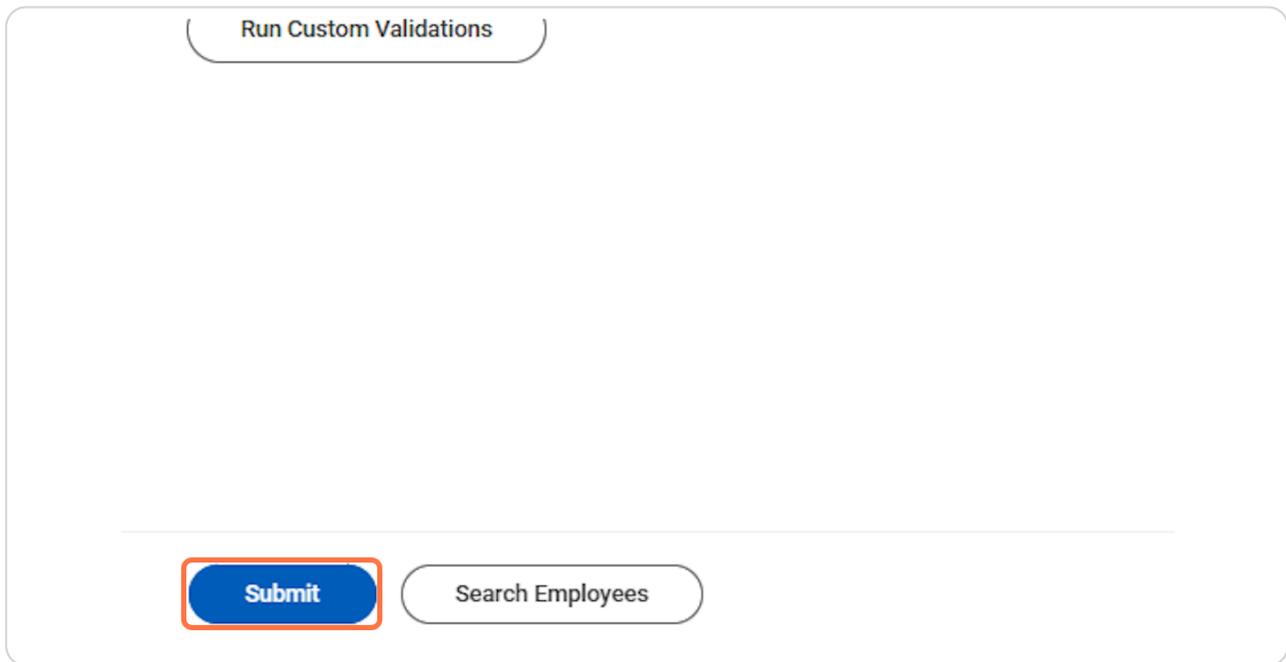


The screenshot displays a list of four submitted merit reviews. Each row includes a profile picture, the review title and manager name, an edit icon, and the status 'Submitted'. Below the list are two buttons: 'Run Custom Validations' and 'Return to Top Level', with the latter button highlighted by a red border.

 Nursing Admin_6100.3 (Mattie Rice)		Submitted
 Nursing Admin_6100.4 (Kendall Lisenbee)		Submitted
 Nursing Admin_6100.5 (Timothy Johnson)		Submitted
 Nursing Education_6105.1 (Anna McCarty)		Submitted

## STEP 12

When you are ready to complete, click 'submit'.

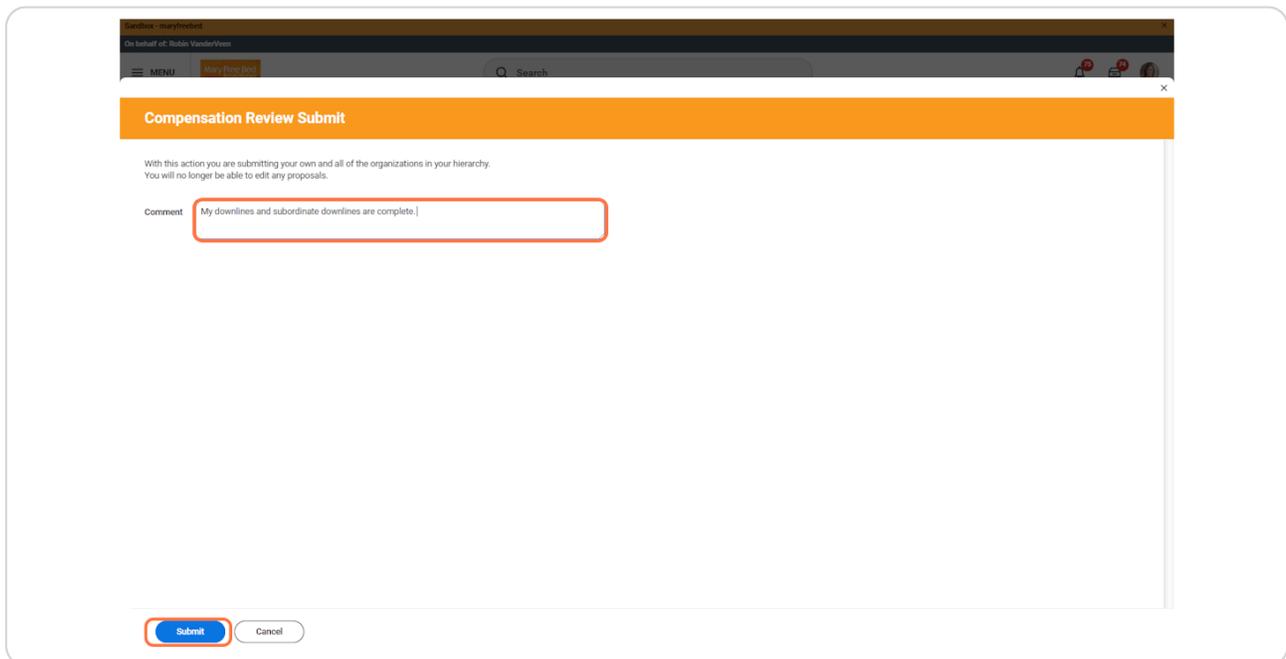


Run Custom Validations

Submit Search Employees

## STEP 13

Enter any necessary comments and click on 'Submit' again.



Compensation Review Submit

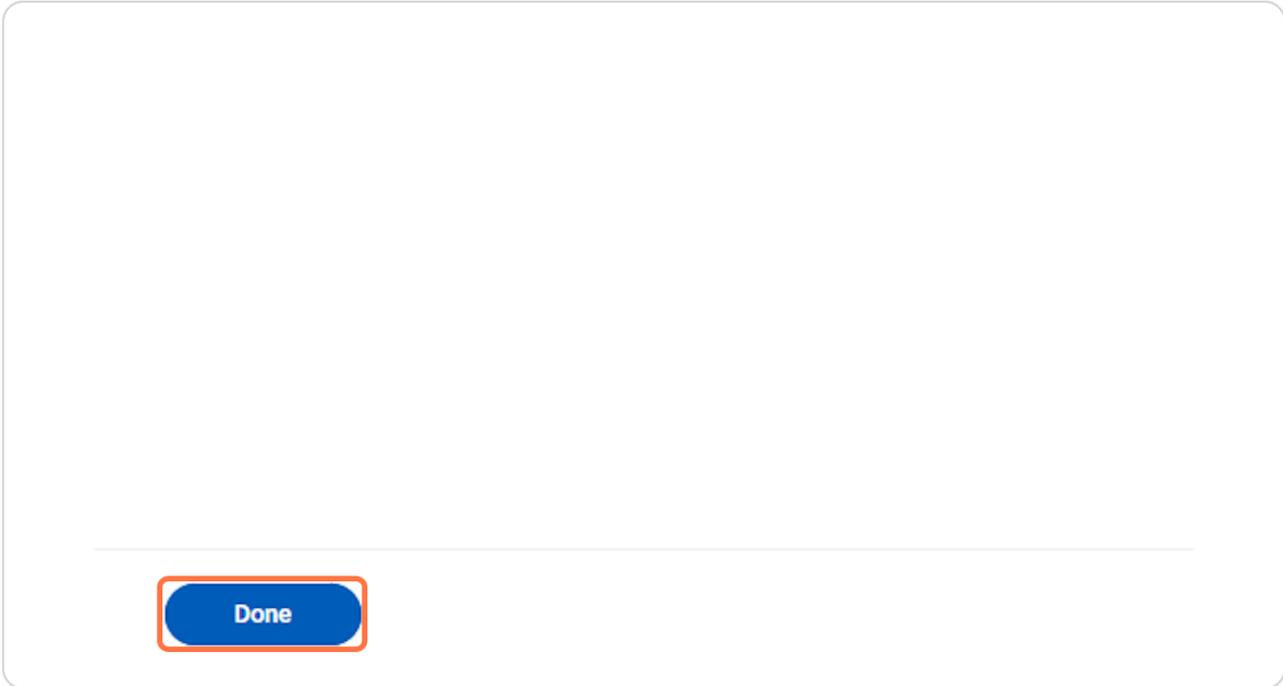
With this action you are submitting your own and all of the organizations in your hierarchy. You will no longer be able to edit any proposals.

Comment My downlines and subordinate downlines are complete.

Submit Cancel

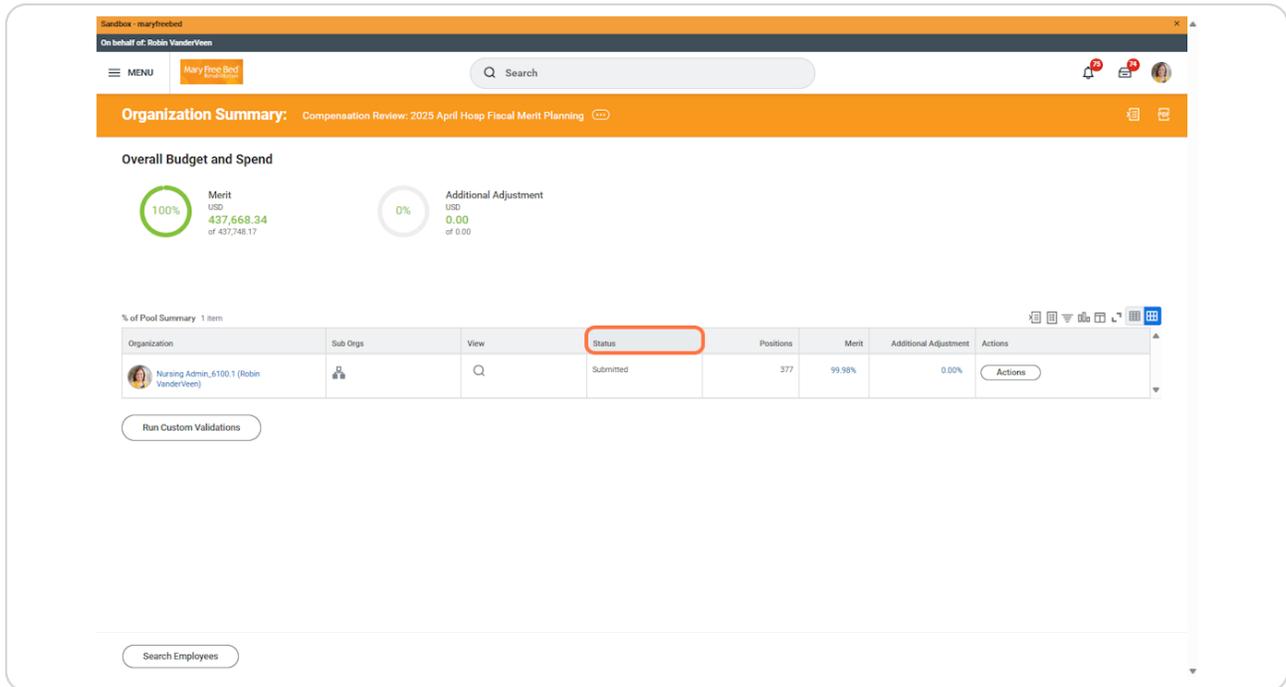
**STEP 14**

**Click on Done or navigate away from this page.**



## STEP 15

You will see your overall status as 'Submitted' if you and all your downlines have completed merit review.

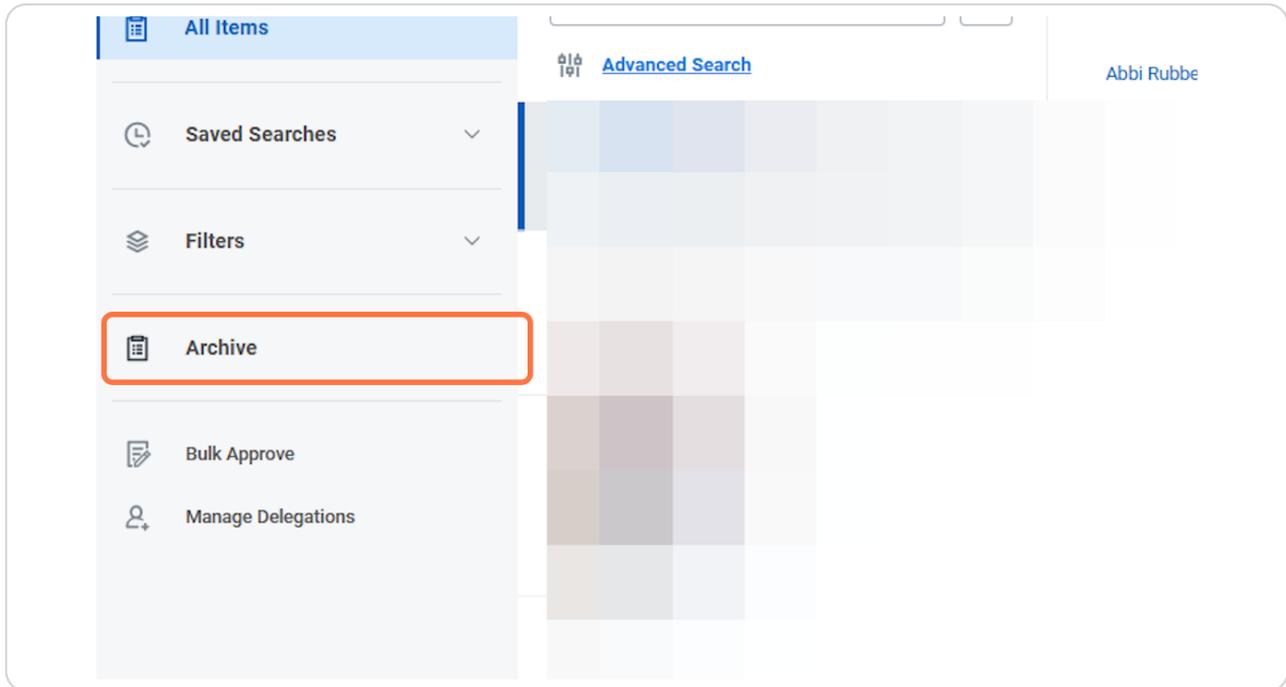


The screenshot displays a web interface for a compensation review. At the top, the browser address bar shows 'sandbox - maryfreebed' and 'On behalf of: Robin VanderVeen'. The page title is 'Organization Summary: Compensation Review: 2025 April Hosp Fiscal Merit Planning'. Below the title, there are two circular progress indicators: 'Overall Budget and Spend' with a 100% progress ring, and 'Additional Adjustment' with a 0% progress ring. The 100% indicator shows 'Merit USD 437,668.34 of 437,748.17'. The 0% indicator shows 'Additional Adjustment USD 0.00 of 0.00'. Below these indicators is a table titled '% of Pool Summary 1 item'. The table has columns for Organization, Sub Orgs, View, Status, Positions, Merit, Additional Adjustment, and Actions. The 'Status' column for the first row is highlighted with a red box and contains the text 'Submitted'. Below the table is a button labeled 'Run Custom Validations'. At the bottom of the page, there is a search bar labeled 'Search Employees'.

Organization	Sub Orgs	View	Status	Positions	Merit	Additional Adjustment	Actions
 Nursing Admin_6100:1 (Robin VanderVeen)			Submitted	377	99.98%	0.00%	<a href="#">Actions</a>

## STEP 16

**To view submitted data navigate to your workday inbox and click archive form the task menu.**



## STEP 17

Search for or click on "Compensation Review 2025.." and click "More Details"

The screenshot shows a web application interface. On the left, there is a sidebar with 'My Tasks' and 'Archive' sections. The 'Archive' section is active, showing a list of items. One item is highlighted with a red box: 'Compensation Review: 2025 April Hosp Fiscal Merit Planning for Nursing Admin\_6100.1 (Robin VanderVeen)' dated 04/27/2025. The main content area shows the 'View Participant Detail Event' page for this item. The page displays details such as 'For: Nursing Admin\_6100.1 (Robin VanderVeen)', 'Participant State: Submitted', 'Overall Process: Compensation Review: 2025 April Hosp Fiscal Merit Planning', and 'Overall Status: In Progress'. A 'More Details' button is visible at the bottom of the page.

## STEP 18

From here you can navigate through merit data as you did when it was 'live'

The screenshot shows the 'Organization Summary' page for 'Compensation Review: 2025 April Hosp Fiscal Merit Planning'. The page displays 'Overall Budget and Spend' information. A green circle indicates 100% Merit used, with a value of 437,668.34 of 437,748.17. A grey circle indicates 0% Additional Adjustment, with a value of 0.00 of 0.00. Below this, there is a table with the following data:

Organization	Sub Orgs	View	Status	Positions	Merit	Additional Adjustment	Actions
Nursing Admin_6100.1 (Robin VanderVeen)			Submitted	377	99.98%	0.00%	Actions

Below the table, there is a 'Run Custom Validations' button and a 'Search Employees' button.