

2025 Merit Review | Managers and Supervisors

July Fiscal

11 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Alex Drabik	May 01, 2025	Aug 27, 2025

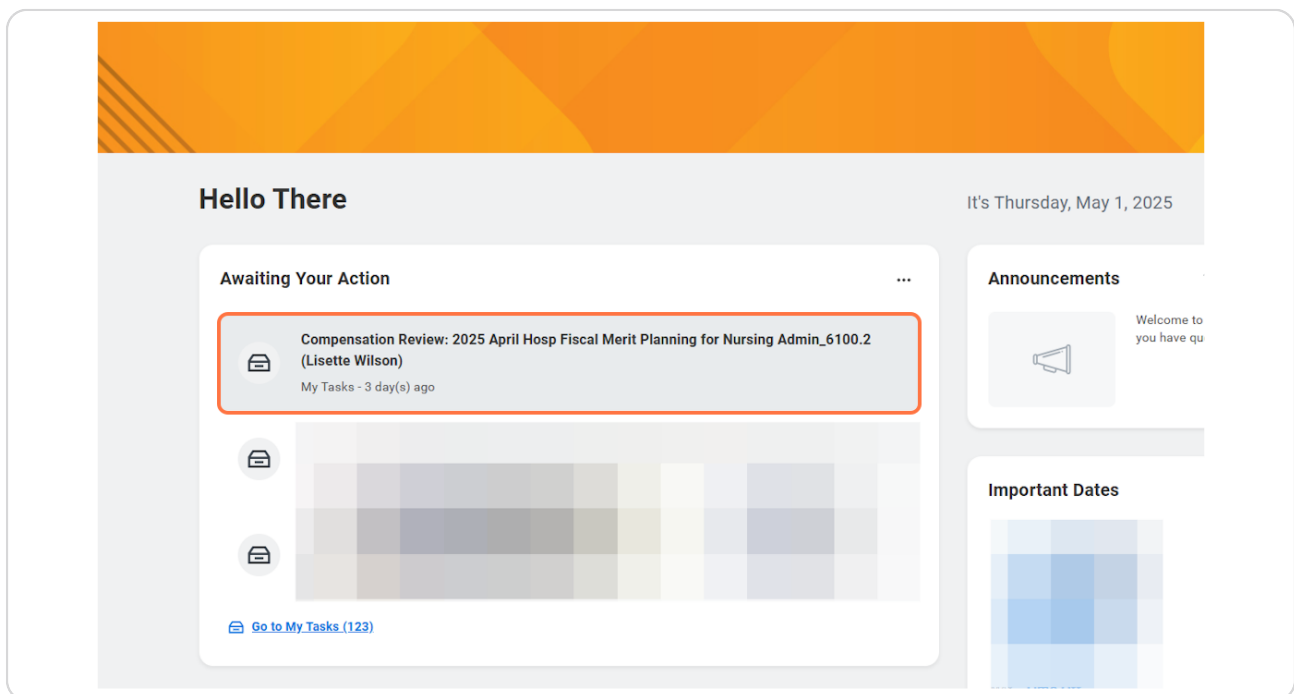
Reminders:



- 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 the Compensation Team at Compensation@maryfreebed.com.
- Manager merit submissions are due by 9/12/2025
- Performance and Merit conversations are to be had by 10/22/2025
- Pay increases are effective in Workday on 10/05/2025

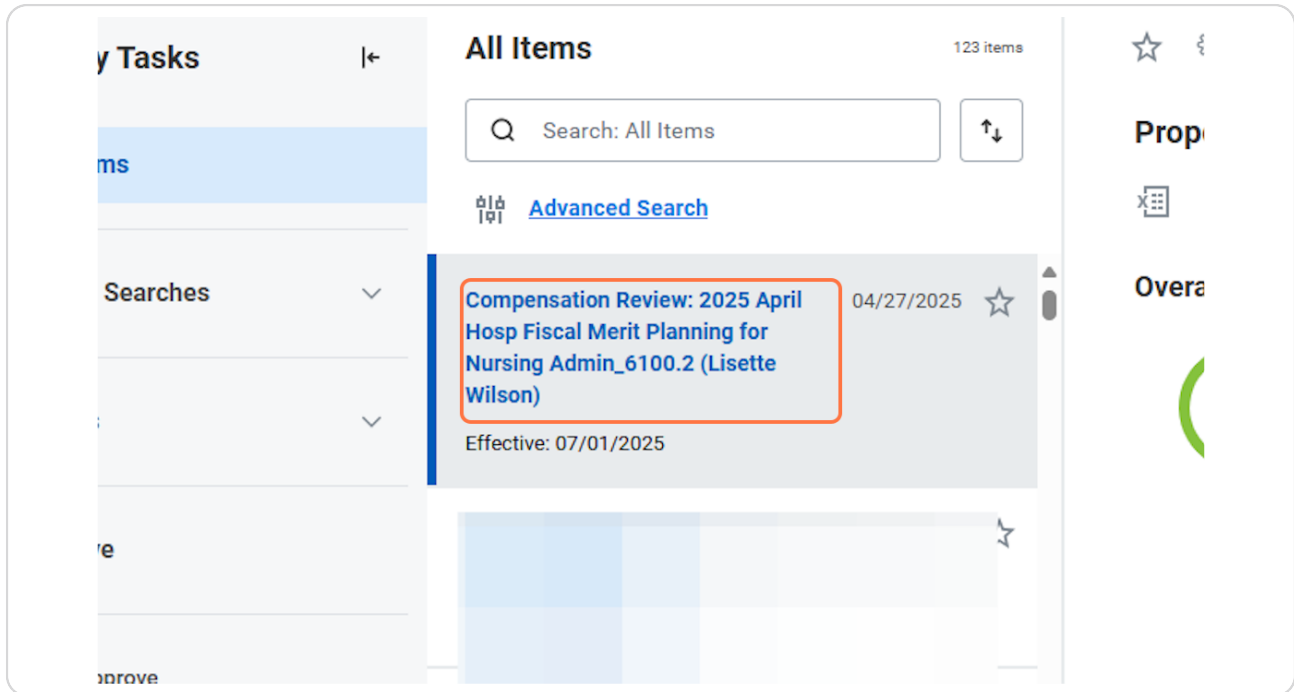
STEP 1

Navigate to the Workday Task titled "Compensation Review: 2025 July 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

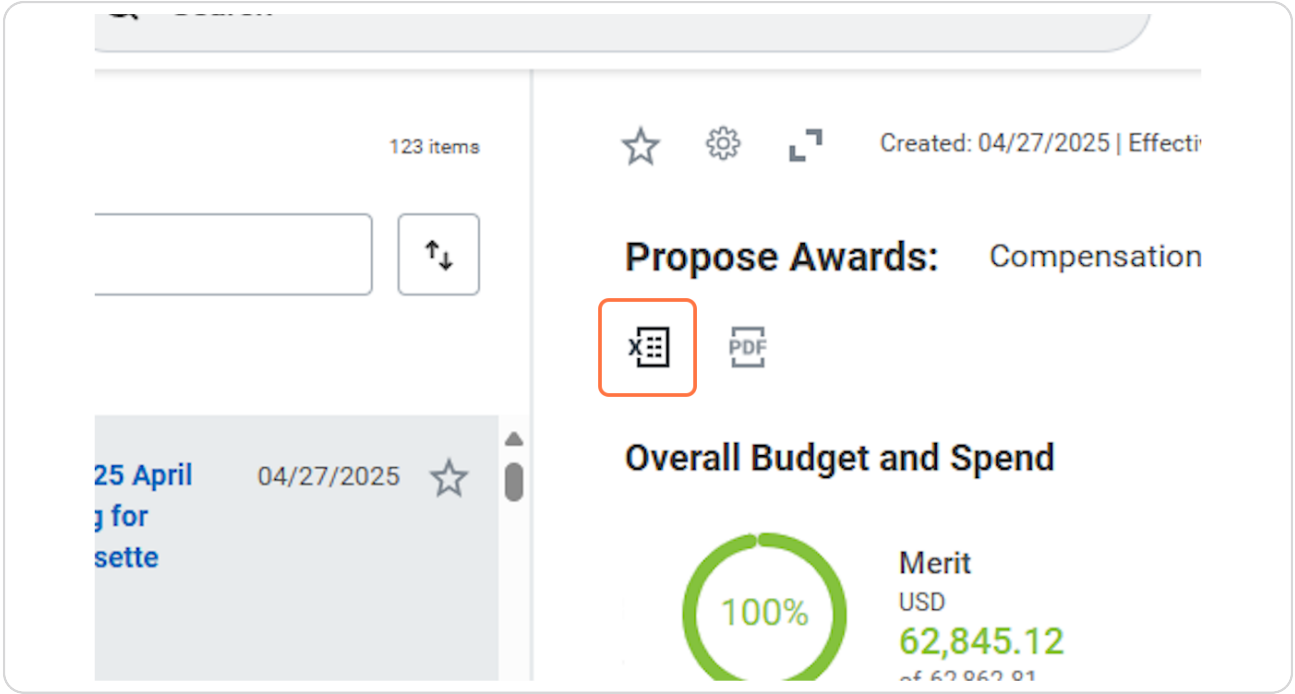
In the task review, you will see a high-level overview of your supervisory organization's overall budget and spend. From here we can take a few actions...

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 area on the right is titled "Propose Awards: Compensation Review: 2025 April Hosp Fiscal Merit Planning" and includes a date range "Created: 04/27/2025 | Effective: 07/01/2025". Below this, the "Overall Budget and Spend" section features a green circular progress indicator at 100% and a table showing the Merit budget: USD 62,845.12 of 62,862.81. A "Reports" dropdown menu is visible. At the bottom, a table with 55 items is shown, with columns for "Employee Details", "Manager", "Frequency", and "Hire Date".

Employee Details	Manager	Frequency	Hire Date
~ Employee Details ~			

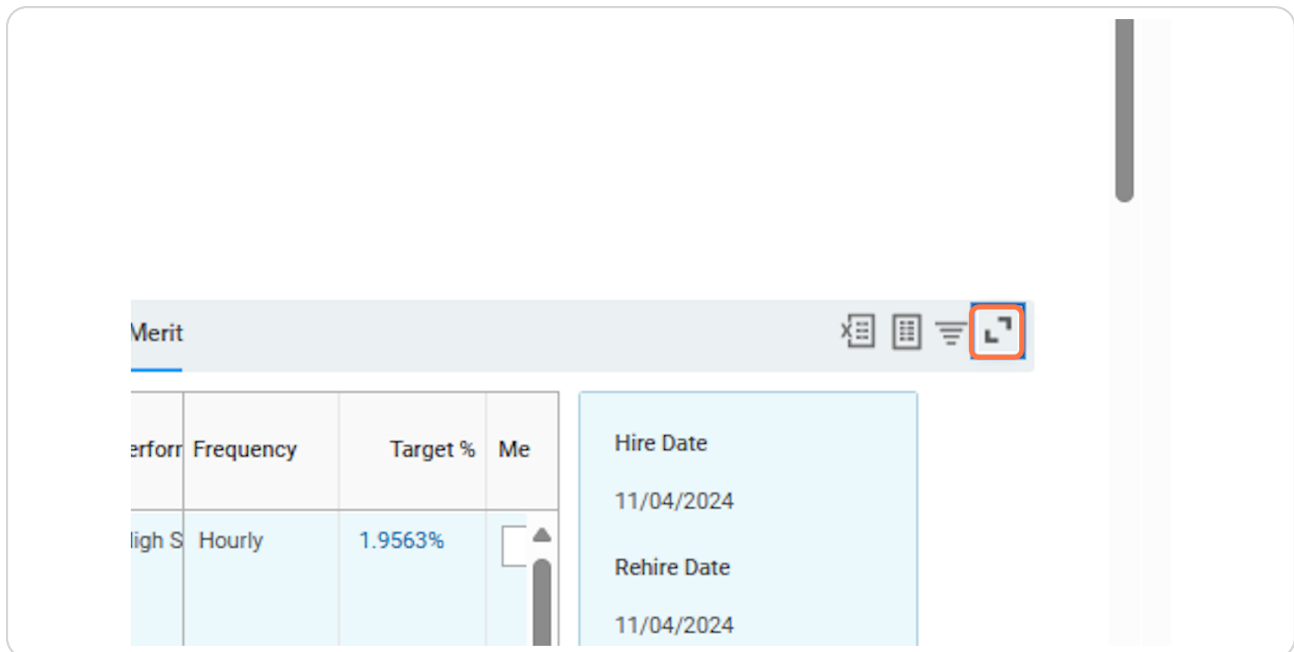
STEP 4

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 +/- .50%; generally adjustments should not need to be made. You will receive an error if you adjust more than .50%**

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.

The screenshot displays a software interface for managing employee compensation. At the top, a tab labeled 'Merit' is active. Below it, a table lists employee data. The first row is highlighted in light blue. To the right of the table, a 'Summary Box' provides details for the selected employee, Lisette Wilson.

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%

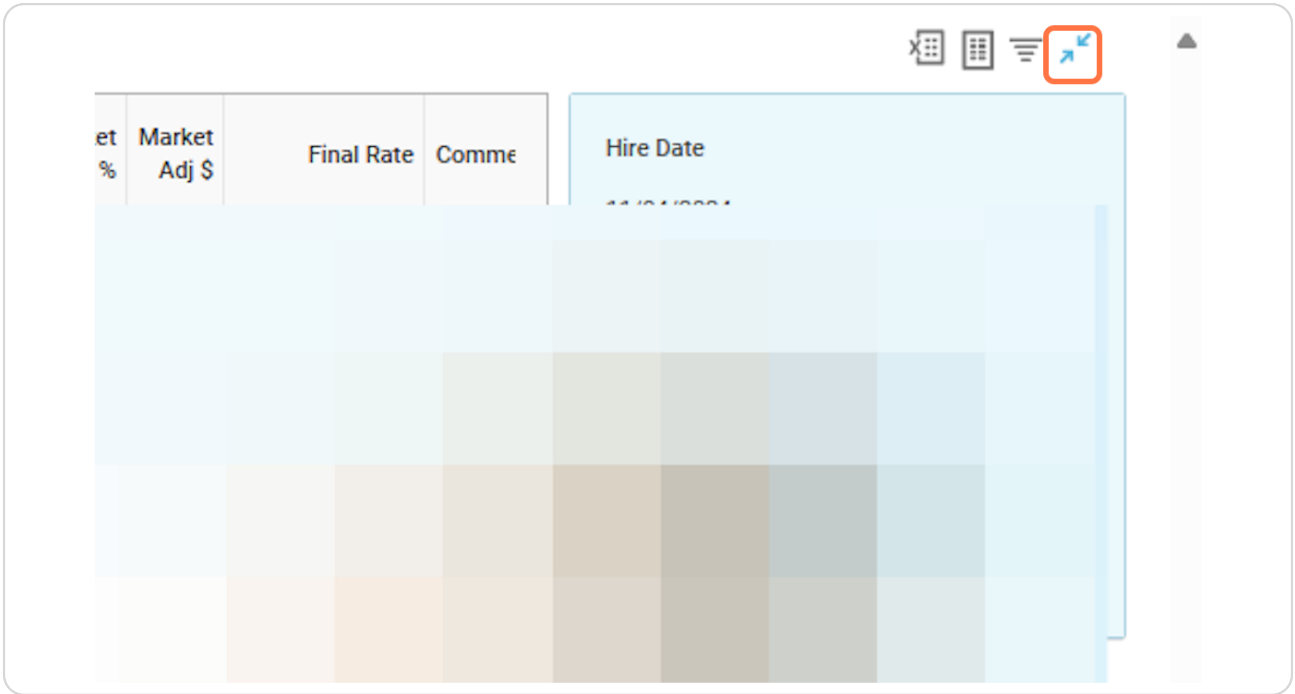
Compensation Range - FTE Prorated
17.50 - 22.25 USD Hourly

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

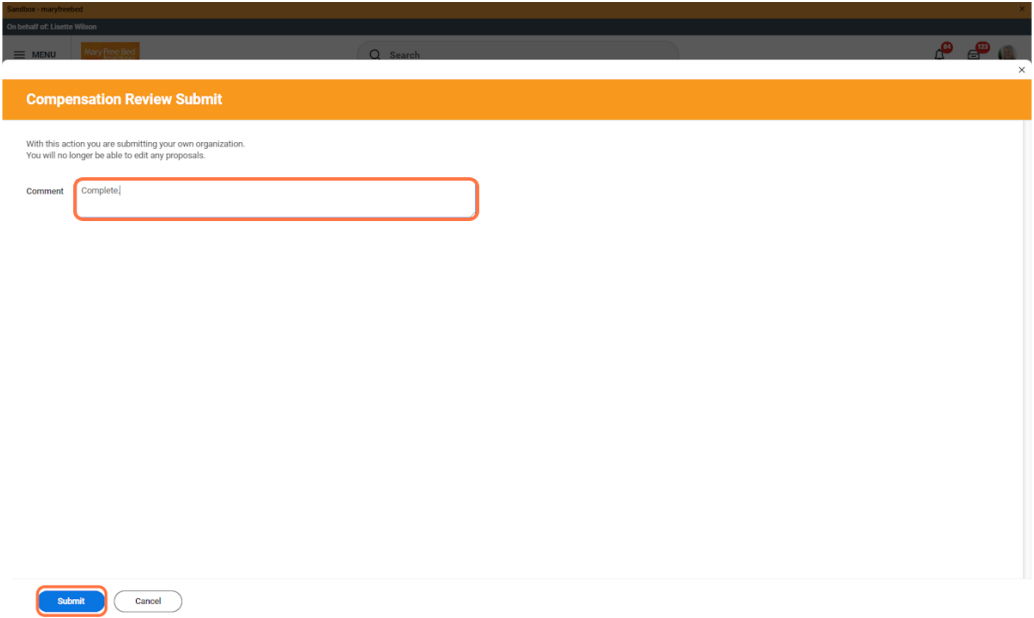
Click on "Submit" to complete your final merit review.

Lisette Wilson

Submit

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: 'Submit' (highlighted with a red border) and 'Cancel'.

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 text 'Done' in white, which is highlighted with a red border.