

2025 Merit Review for Manager's Manager

July Fiscal

18 Steps [View most recent version](#) 

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

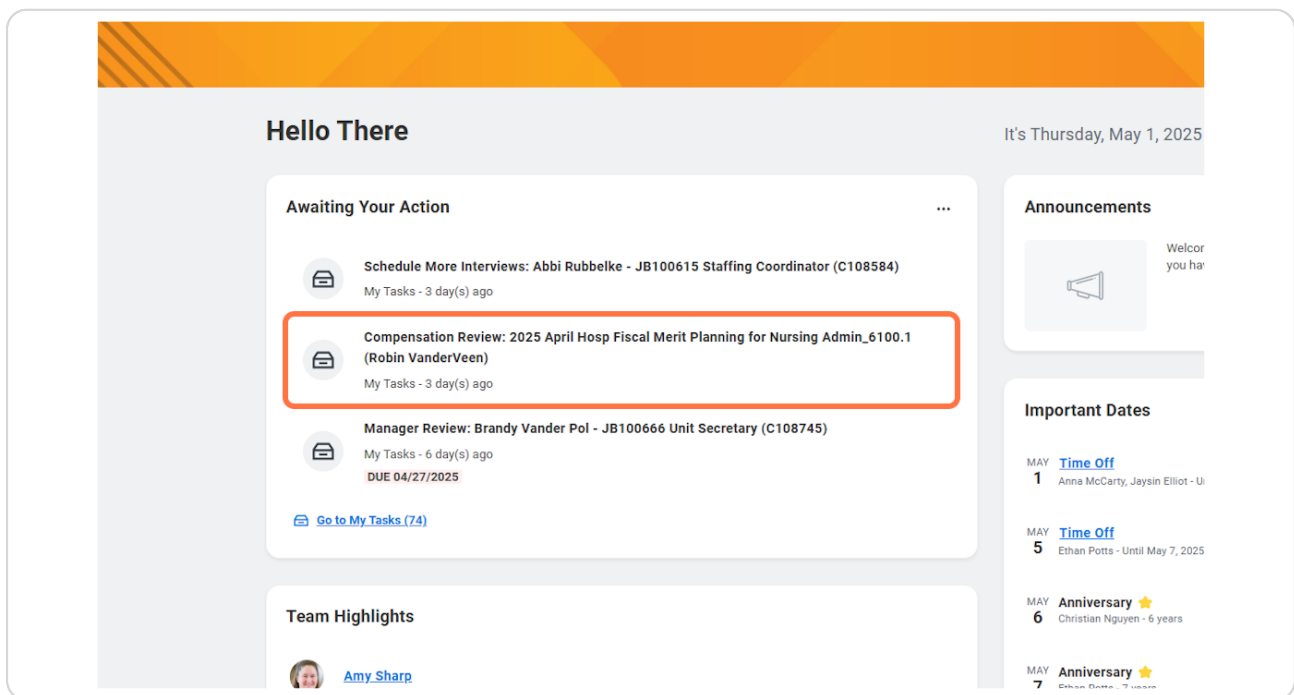
Reminders:



- 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 eligible for merit 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 10/05/2025

STEP 1

Navigate to the Workday Task titled "Compensation Review: 2025 July 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 lists three tasks:
 - "Schedule More Interviews: Abbi Rubbelke - JB100615 Staffing Coordinator (C108584)" with a subtext "My Tasks - 3 day(s) ago".
 - "Compensation Review: 2025 April Hosp Fiscal Merit Planning for Nursing Admin_6100.1 (Robin VanderVeen)" with a subtext "My Tasks - 3 day(s) ago". This task is highlighted with a red rectangular box.
 - "Manager Review: Brandy Vander Pol - JB100666 Unit Secretary (C108745)" with a subtext "My Tasks - 6 day(s) ago" and a due date "DUE 04/27/2025".
- Announcements:** This section has a header "Announcements" and a subtext "Welcor you ha".
- Important Dates:** This section lists dates and events:
 - 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:** This section shows 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 displays the 'Compensation Review: 2025 April Hosp Fiscal Merit Planning' interface. The left sidebar contains navigation options: My Tasks, All Items, Saved Searches, Filters, Archive, Bulk Approve, and Manage Delegations. The main content area is divided into two sections. The top section, 'Organization Summary', is highlighted with a red box and contains the 'Overall Budget and Spend' summary. This summary shows a 100% Merit budget of 437,668.34 and a 0% Additional Adjustment budget of 0.00. Below this is a table for 'Sub Orgs' with columns for Organization, Sub Orgs, View, Propose, and Status. The table shows one entry for 'Nursing Admin_6100.1 (Robin VanderVeen)' with a status of 'Awaiting Action'. At the bottom are buttons for 'Run Custom Validations', 'Submit', and 'Search Employees'.

Organization	Sub Orgs	View	Propose	Status
Nursing Admin_6100.1 (Robin VanderVeen)				Awaiting Action

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.

Organization Summary: Compensation Review: 2025 April Hosp Fiscal Merit Planning

Overall Budget and Spend

















100%

Merit
USD
437,668.34
of 437,748.17

0%

Additional Adjustment
USD
0.00
of 0.00

% of Pool Summary 7 Items

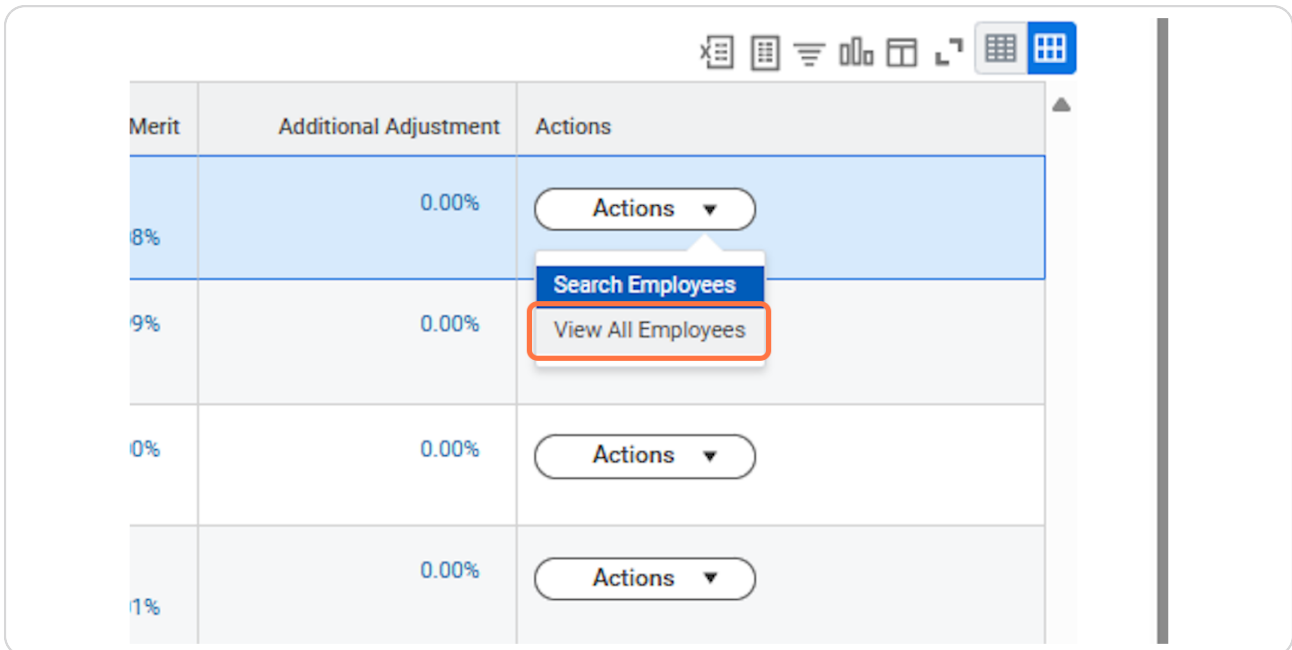
Organization	View	Status	Positions	Merit	Additional Adjustment	Actions
 Nursing Admin, 6100.1 (Robin VanderVeen)		Awaiting Action	29 	100.08%	0.00%	<div>Actions</div>
 3M Nursing Peds and IMR, 6130.1 (Maddie Schrauden)		Submitted	64	99.99%	0.00%	<div>Actions</div>
 Nursing Admin, 6100.2 (Lisette Wilson)		Submitted	55	100.00%	0.00%	<div>Actions</div>
 Nursing Admin, 6100.3 (Mattie Rice)		Submitted	104 	100.01%	0.00%	<div>Actions</div>
 Nursing Admin, 6100.4 (Kendall Lisembee)		Submitted	111	99.93%	0.00%	<div>Actions</div>
 Nursing Admin, 6100.5 (Timothy Johnson)		Submitted	12	99.74%	0.00%	<div>Actions</div>
 Nursing Education, 6105.1 (Anna McCarty)		Submitted	2	100.00%	0.00%	<div>Actions</div>

Run Custom Validations

Return to Top Level

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 ▼ Search Employees View All Employees
9%	0.00%	
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 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 +/- .50%; 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.

[illegible]

STEP 6

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

STEP 7

Error Example:

1 item

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

Base \$	Merit New Pay	Market Adj %	Market Adj	Hire Date
0.60	17.60	0.00%	0.1	08/16/2021
				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.

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

Hire Date

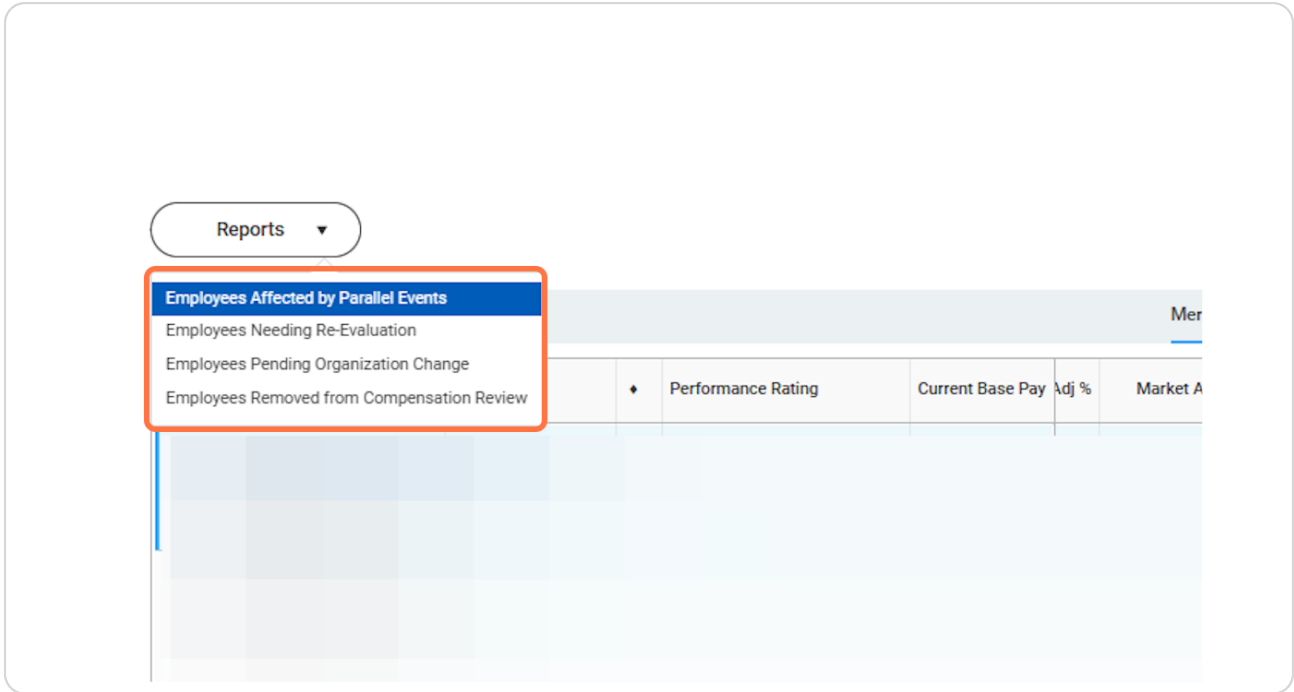
08/16/2021

FTE

Part time - 0%

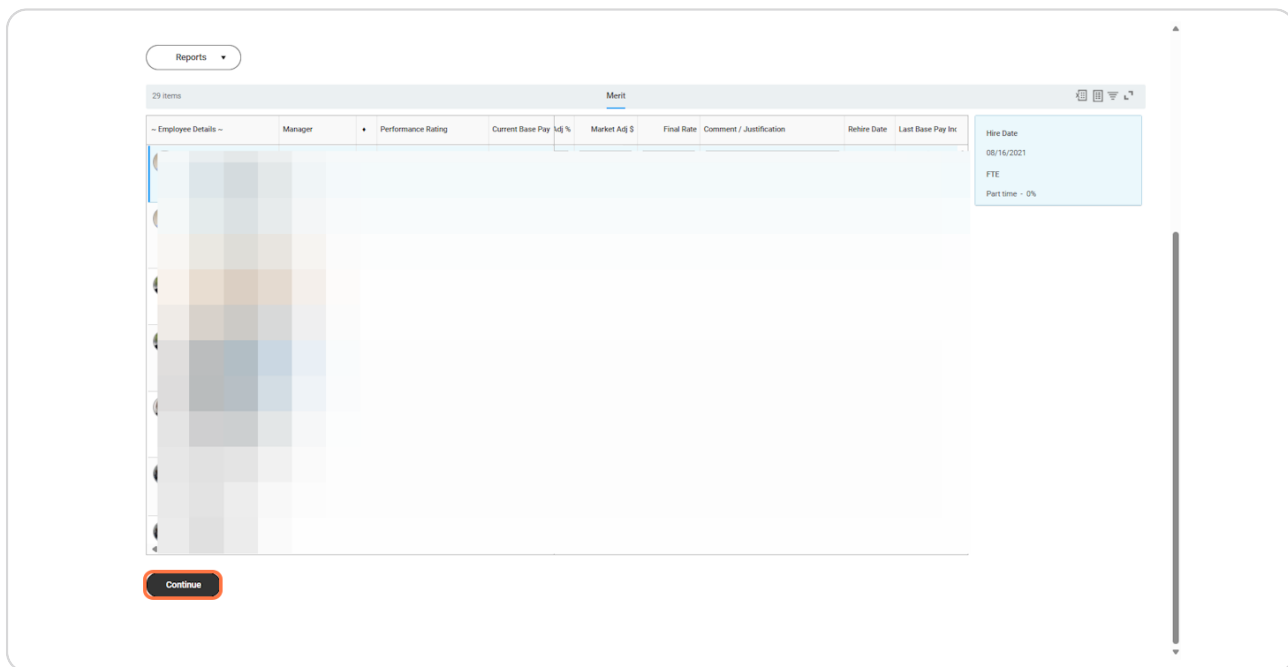
STEP 9

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



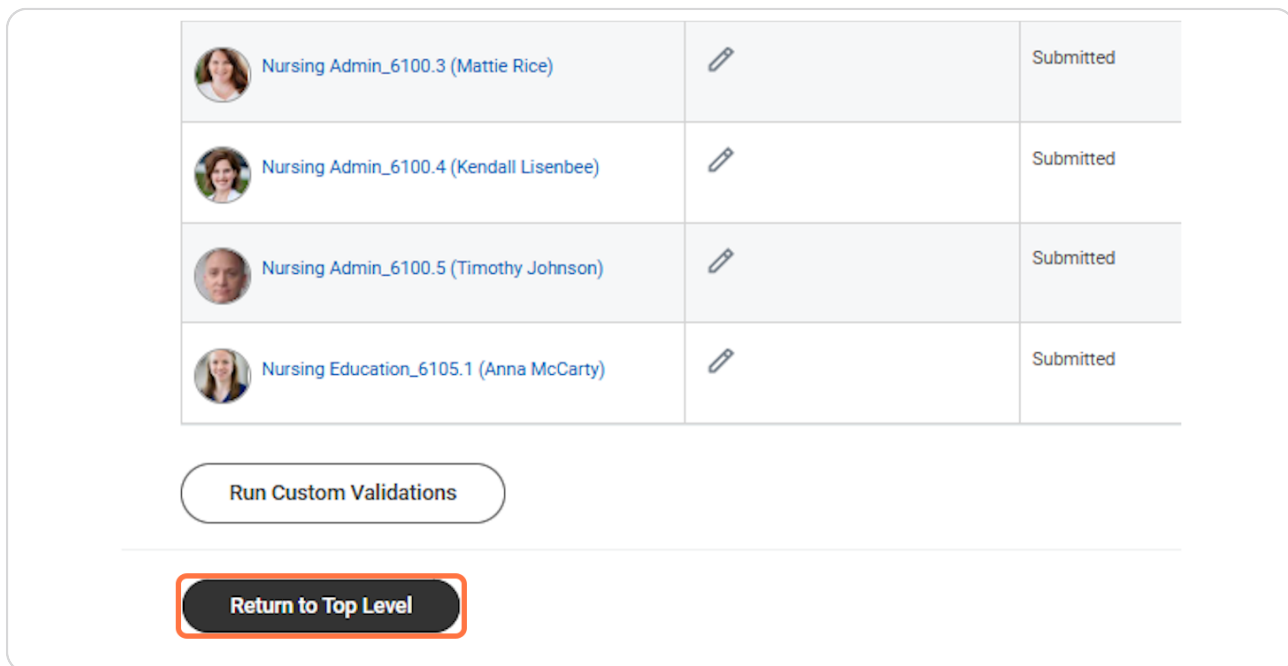
STEP 10

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



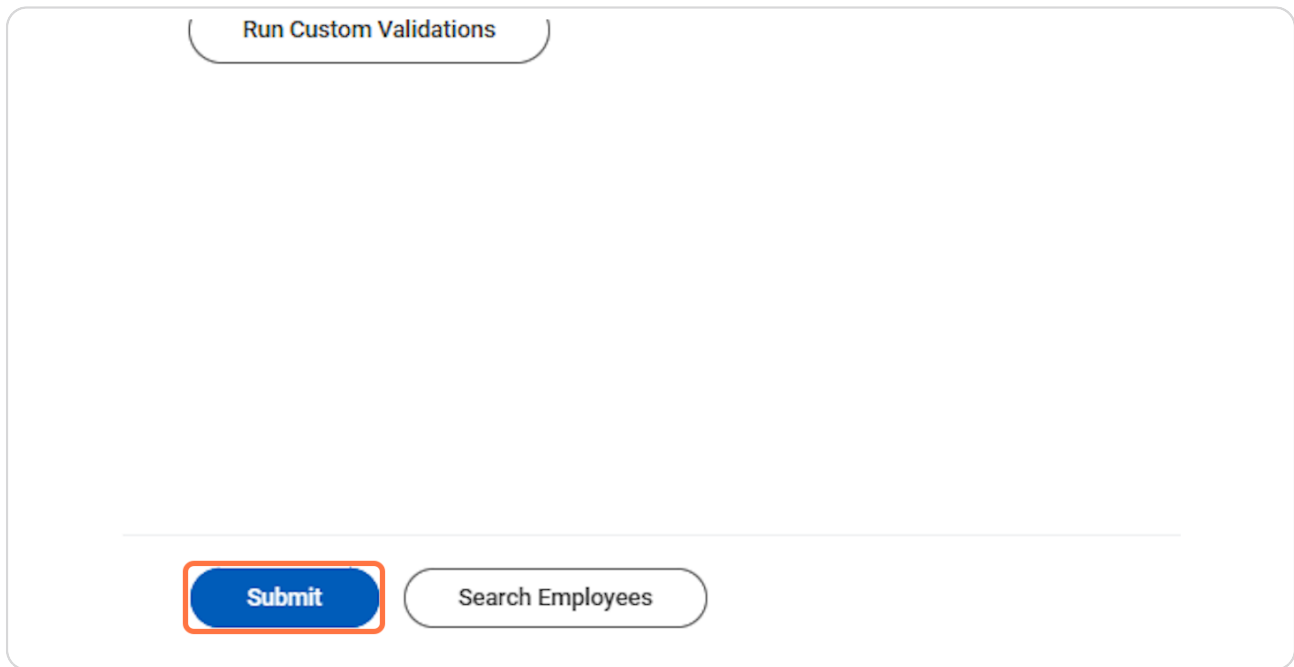
STEP 11

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



STEP 12

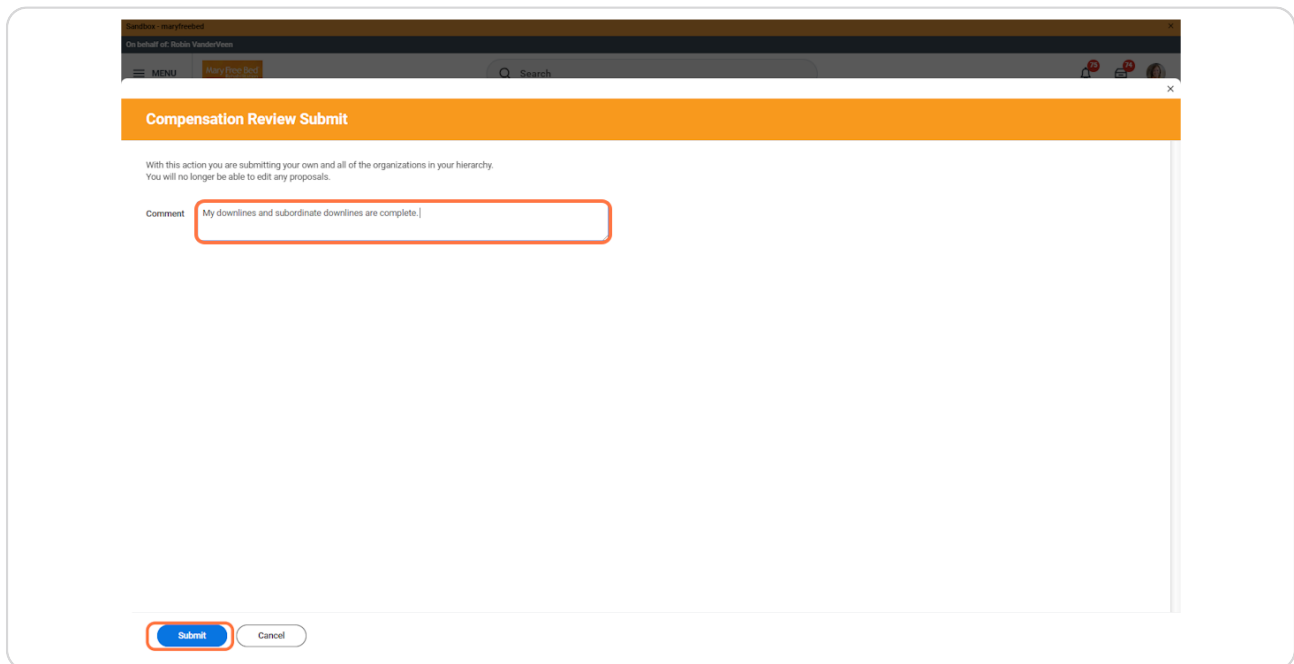
When you are ready to complete, click 'submit'.



A screenshot of a web form. At the top, there is a button labeled "Run Custom Validations". Below this, there is a large empty rectangular area. At the bottom of the form, there are two buttons: a blue "Submit" button with a red border, and a white "Search Employees" button with a grey border.

STEP 13

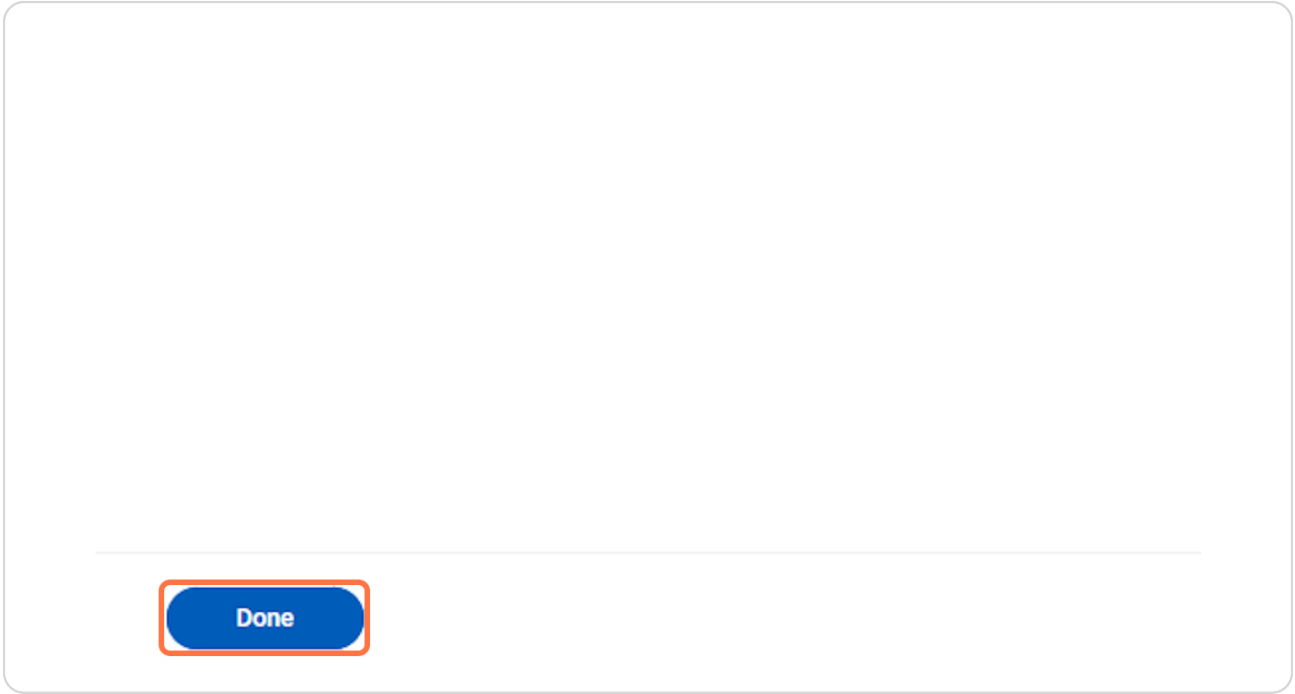
Enter any necessary comments and click on 'Submit' again.



A screenshot of a "Compensation Review Submit" dialog box. The dialog has an orange header bar with the title "Compensation Review Submit". Below the header, there is a message: "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." Below this message, there is a "Comment" label followed by a text input field containing the text "My downlines and subordinate downlines are complete." At the bottom of the dialog, there are two buttons: a blue "Submit" button with a red border and a white "Cancel" button with a grey border.

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.

Dashboard - maryfreibard

On behalf of: Robin VanderVeen

MENU

Wary Free Bird

Q Search

🔔 2

📧 2

👤

Organization Summary: Compensation Review: 2025 April Hosp Fiscal Merit Planning

Overall Budget and Spend

100%

Merit
USD
437,668.34
of 437,748.17

0%

Additional Adjustment
USD
0.00
of 0.00

% of Pool Summary 1 item

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

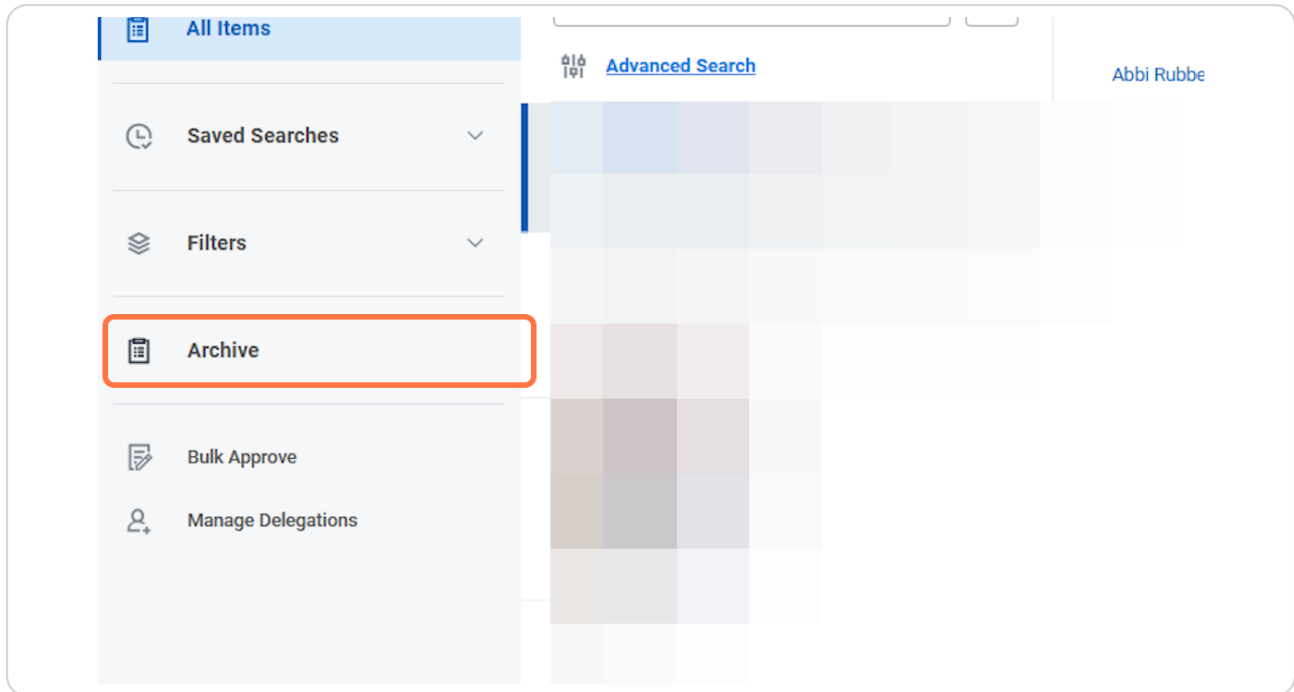
Run Custom Validations

Search Employees

13 of 15

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 for compensation review. On the left, a sidebar contains 'My Tasks' and 'Archive' sections. The 'Archive' section is active, displaying a list of items. A red box highlights a specific item: 'Compensation Review: 2025 April Hosp Fiscal Merit Planning for Nursing Admin_6100.1 (Robin VanderVeen)' dated 04/27/2025. The main content area on the right shows the 'View Participant Detail Event' page for this item. It includes fields for 'For' (Nursing Admin_6100.1), 'Participant State' (Submitted), 'Overall Process' (Compensation Review: 2025 April Hosp Fiscal Merit Planning), and 'Overall Status' (In Progress). A 'More Details' button is highlighted with a red box.

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' 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 titled '% of Pool Summary' with 1 item. The table has columns for Organization, Sub Orgs, View, Status, Positions, Merit, Additional Adjustment, and Actions. The data row shows 'Nursing Admin_6100.1 (Robin VanderVeen)' with a status of 'Submitted', 377 positions, 99.98% merit, and 0.00% additional adjustment. A 'Run Custom Validations' button is located below the table. At the bottom, there is a 'Search Employees' button.

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