REPORTING ANNUAL SALARY INCREASES
MANAGERS WITH SUB-ORGS

Description: This job aid provides instructions on reviewing, entering, and submitting annual salary increases into the Workday Compensation module.

Applies to: Managers with BOTH staff and indirect reports.

Notes: Complete this process when staff compensation increases are agreed upon with department/unit/school leadership.

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

REVIEW COMPENSATION WORKSHEET

1. Click the Inbox icon at the upper right corner of your Workday workspace.
2. Select Compensation Review: 2022 Annual Increase from the Actions section.
3. The Organization Summary contains the Overall Budget Spend that shows the available salary increase budget pool for your department/unit. It will be updated in real-time as you start entering

**Organization Summary:** Compensation Review: Annual Increase - Staff

**Salary Increase Guidance**
Managers should carefully assess the performance of their staff and apply the performance rating that is most appropriate. For ratings of “meets” or “exceeds” it is expected that there can be a range of increases in each category, considering actual performance, even though the total approved pool is 2.5%. If managers need assistance with possible equity/market concerns, they should contact Human Resources/Compensation for guidance.

**Overall Budget and Spend**

- **Annual Increase**: 2.5% base salary increase pool is used to award staff with an overall annual performance rating of “Exceeds Expectations” or “Meets Expectations”.
- **Additional Adjustment**: 0.25% additional salary increase pool is used to reward the strongest performers and/or to help address potential market and/or equity adjustments

Note: The Autofill button is used by Annual Salary Planners. Clicking will automatically overwrite all previously inserted salary increase data for the entire organization.

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c. Click to see all Sub-Organizations reporting to you.

d. Click to View all staff in your organization.

e. Click to Propose salary increase data for your direct reports.

f. Current status of your organization’s salary increase proposal submissions.

g. Total number of eligible employees in your organization.
   - Temp, contract, and union employees are not eligible for annual salary increases.

h. Indicates submission errors.

i. The % of salary increase submissions for your organization (from the 2.5% base salary pool), as shown in the **Overall Budget and Spend** graphic above.

j. The % of additional adjustment increases submitted for your organization (from the .25% additional salary increase pool), **as shown in the graphic above**.

k. Alternative to selecting icons in columns.

**COMPLETE THE ANNUAL INCREASE GRID**

Before entering any increase data in Workday, you should have completed your staff’s Annual Performance Review as the salary increase will be based on performance.

- Note that staff’s annual performance review rating of “does not meet expectations” or “partially meet expectations”, or staff who are on the Performance Improvement Plan (PIP) are not eligible for a salary increase.

Enter the salary increase as agreed to by your management team.
REPORTING ANNUAL SALARY INCREASES

1. Click the **Propose** icon

   ![Propose Icon](image)

2. Select an employee.
   
a. Enter the employee’s annual salary increase in the **Increase %** field.
   
b. A **Comment** is required if the Increase % entered is 0% or greater than 5%.

3. Enter the additional increase rate into the **Additional Increase %** column. The **Overall Increase %** in the Summary Panel is updated after your entry.
   
d. You are required to enter a comment if you enter a rate in the **Additional Increase %**.

**Note:** If you believe there is a market or equity concern for any of your staff, please discuss it with Human Resources before submitting any entry.

3. If everything is correct, click the **Submit** button to route your proposal to your manager for approval.
A warning message may appear if you submit the entry without entering a comment for an Increase % of 0% or greater than 5%.

### Compensation Review Submit

There are Critical Errors in your award proposals with the following employees and/or organizations. Please check your proposals to clear errors.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Increase</td>
<td>Annual Increase is 0%, please enter a comment.</td>
</tr>
</tbody>
</table>

4. Correct the errors in the **Salary Increase** grid, then click **Submit** button to route your proposal to your next level manager for review and approval.

- The process continues until the workflow reaches the top-level leader for their final approval.
- The top-level leader will review, update and click the **Approve** button to confirm their final approval of the team’s salary increases.
- The top-level leaders can only approve the salary increases of their organizations after all their managers submit the salary increase proposals.

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