Faculty Compensation Review Process: Non-Clinical Departments Utilizing the Workday Merit Business Process

This guide reviews the steps necessary to initiate and submit recommendations for the Faculty compensation review process using the Merit business process in Workday.

Business Partners initiate this process, or they can delegate to the Academic HR Support Specialist. If delegating, the Business Process to delegate is “Propose Employee Merit Award”.

Once completed, compensation recommendations are routed to the Strategic Business Partner (SBP) for review and approval.

For additional help contact us and we'll respond within one business day:
- Email: YSMAcademic@yale.edu with the subject line: Faculty Merit Process
- Leave a detailed voice mail at 203-785-5200

Start the Annual Review Process

Once the merit business process is launched, Business Partners will find a Propose Merit item in their Inbox.

1. Click the Propose Merit Inbox task to display the Organization Summary Merit page.

   **TIP:** Use the arrows to expand the form

There are two main screens:

- **Organization Summary:** this is visible when you click the Propose Merit task in your Inbox

- **Propose Awards:** this is visible after you click Propose or Propose All

View the Organization Summary Merit screen

<table>
<thead>
<tr>
<th>Compensatory Employees — Organization Summary Merit: Test Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 07/01/2016</td>
</tr>
<tr>
<td>Merit Pool</td>
</tr>
<tr>
<td>% Merit Pool Used</td>
</tr>
<tr>
<td>Base Pay Change %</td>
</tr>
<tr>
<td>% Merit Pool Used</td>
</tr>
</tbody>
</table>

**Effective Date:** all changes entered take effect 7/1.

**Merit Pool:** total amount of funds available

**% Merit Pool Used:** shows what percentage of the pool has been allocated

**Current Base Pay:** total amount of the base pay for all eligible faculty
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**New Base Pay:** total amount of the new base pay as you assign salary changes.

**Change Amount:** dollar amount of the changes to base pay.

**Base Pay Change %:** changes to the base pay as a percentage.

**Remaining Merit Pool:** shows the dollar amount left in your pool; **green font** indicates funds left to disburse; **red font** indicates the pool amount has been exceeded.

**Submit All:** used to submit all the entries for all the supervisory orgs.

**Submit:** used to submit the entries for one supervisory org.

**Status:** shows the progress, e.g., Not Started, In Progress, Pending Approval...

**Organization:** displays the supervisory org and the manager’s name.

- To view additional org information: hover over and right-click the org, then select **See in New Tab**.

**Total Merit Pool:** the total dollars available for each supervisory org.

**Remaining Merit Pool:** displays how much of the 3% target increase is still available for each supervisory org.

**Additional Adjustment Spend:** is for non-merit based adjustments that are effective on 7/1, e.g., market adjustment, equity adjustment, or years in rank adjustments.

**Promotion Spend:** is for increases associated with an academic promotions.

**Lump Sum Spend:** is a one-time payment such as a year-end bonus that is to be received in the faculty member’s July paycheck.

Propose All button: opens a single list of all faculty eligible for a compensation change. If you only have one supervisory organization then you won’t see Propose All.

Propose button: opens a list of faculty in a single supervisory organization eligible for an increase.

Submit All and Submit buttons appear after one of the Propose buttons is clicked.

For help contact: 203-785-5200; or email YSMAcademic@yale.edu and include Faculty Merit Process in the subject line.

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or visit the Workday@Yale website: http://workday.training.yale.edu
Best Practices and Tips

**Best Practice**

Once the merit process has launched, any change effective as of 7/1, for eligible faculty, that can be submitted using the Merit business process **should be submitted using the Merit business process**, (rather than using Change Job, Request Compensation Change...).

**Parallel Events**

Other business processes involving compensation changes and/or job changes may occur while merit is open. These are referred to as **Parallel Events** and when they occur they will appear on the Propose Awards screen just above the information grid.

If any of your faculty is impacted by one of these changes this will display above the grid on the Propose Awards screen:

1. Click the number next to Parallel Events to view the conflicting event.

**Entering Notes and Comments:**

**Notes and Comments** are intended to provide relevant details that will clarify the reason for this compensation change, (or lack of change) for those who will be approving this transaction or for those viewing this as a historical transaction.

Remember to keep your notes and comments professional as they become part of a permanent record viewable by others.

In this process there is a Notes field for every type of compensation change, and a final Comments box when you submit your forms.

**Notes are required:**

- For anyone who does not receive any compensation changes.
- For anyone who receives a change to base pay less than or equal to 2%, or greater than 4%.
- For all adjustments, promotions or lump sum payments.

**Notes Error Alerts:**

- Clicking the **Continue button** before you have entered all the required notes, will result in an error alert and prevent you from leaving the form.

**Errors:**

Merit Notes are required if the proposed increase is greater than 4%, or less than or equal to 2%.

(Merit Process Supervisory Organization)

- You will see multiple error alerts if multiple notes are missing

**To Exit the form and bypass the error message:**

- Click the browser back button
- OR
- Go back to the Inbox and select the Merit task

**Acceptable note examples:**

- Increased/decreased research productivity
- Equity adjustment based on AAMC (or other market benchmark)
- Higher than target merit award given for exceptional achievements or contributions in
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the past year (provide specifics when possible)

Unacceptable note examples:
• Per Chair
• 3% increase
• No increase
• Abbreviations are discouraged, e.g., BU on file in BO

To enter notes:
1. Click in the Merit Increase % field
2. Click the circle arrow to expand the window and display the Notes field
3. Click OK to complete and close the form; click Cancel to exit without saving.

Compounding Adjustments:
There are several fields on this form where adjustments can be made:
• Merit Increase
• Additional Adjustment
• Promotion
• Lump Sum

Entering more than one type of payment for an employee will result in those amounts being compounded. (This can be seen in the Total Increase percent column as it will be greater than the sum of the individual percentages.)

To arrive at the correct new pay amount:
• Enter all amounts as dollars rather than percentages.
• Start with the merit adjustment.

Guidelines for Less than 100% FTE
Adjustments are based on 100% FTE. The amount you’re entering is an adjustment to the FTE equivalent salary (FTE = 100%). For anyone who is less than 100% FTE, the prorated amount will automatically be calculated.

For example, if you want to give a $1000 increase to someone who works half-time, and therefore has an FTE of 50%, then you will need to submit a $2000 increase because of the proration that will happen automatically.

Reports
Use the following reports to view and track the merit business process:
• Academic - Faculty Annual Compensation Review Eligibility Roster – Yale

This report includes a roster of all faculty in the supervisory organizations that you manage or support including indicators and drilldown capabilities to show which faculty are included in the current annual compensation review process.

• Academic - Faculty Annual Compensation Review Employee Detail – Yale

This report lists all eligible faculty in the annual compensation review process. In addition to the submitted compensation adjustment details and notes, the report also provides position and primary appointment information.

• Academic - Faculty Annual Compensation Review Summary – Yale

View the overall completion status of the annual merit process for the organizations you support.

For help using reports search for Reporting: Tools and Features training guide on the training website.

For help contact: 203-785-5200; or email YSMAcademic@yale.edu and include Faculty Merit Process in the subject line.
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**Rounding Amounts**
When possible, round up to the nearest $100.

**Delegation**
Business Partners can delegate the merit process to the Academic HR Support Specialist. When delegating this task, the entire merit process task can be delegated, but not individual supervisory orgs.

**To setup delegation:**
1. In the search box type: **My Delegations**
2. Select: **Manage Delegations**
3. Enter the start and end dates for this delegation
4. **Delegate:** enter the name of the person you’re delegating the task to.
5. **Do Inbox Tasks On My Behalf:** select **For Business Process** and search for: **Propose Employee Merit Award**
6. Click **Submit**

For more information about Delegation see the **Manage Delegations** training guide on the **Workday@Yale training website**.
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Entering Compensation Recommendations

**Making Compensation Adjustments:**
**Propose Awards Merit screen**

1. **Click Propose All or Propose to open the faculty records for editing.**

   The Propose Awards screen opens which is used to make changes to faculty compensation.

2. **Edit each individual record.**

   **OR**

   Click the Autofill button and a 3% merit increase is automatically entered for each person.

   **CAUTION:** Once changes have been entered, don’t use Autofill as it will override any merit amounts entered with a 3% increase.

3. **Follow the prompts to exit the form.**

   If you need to exit the form and bypass the error message:

   - Click the browser back button
   - Click your name > Inbox > select the Merit task

   **Make note:** As long as you haven’t submitted the form you can continue to use the Propose or Propose All buttons to make changes.

**Viewing the Propose Awards Screen**

This form can be used to make the following adjustments:
- Merit
- Additional Adjustment
- Lump Sum
- Promotion

Notice there are two tabs at the top of the form: Merit and Promotion

These columns update automatically as adjustments are entered:
- New Base Pay $
- Total Increase $
- Total Increase Pay

**Faculty Information Panel** (far right): Click the person’s name to view information such as: faculty title, supervisory org, FTE %, appointment start and end dates, degree, and compensation plans.

**Merit Adjustments**

1. **Merit $ and Merit %:** enter either a dollar amount or a percentage, the other field will auto-populate.

2. **Merit Notes:** enter Notes using the guidelines in the Notes section.

3. Click Continue to get back to the Organization Summary screen.

**Additional Adjustments**

**Additional Adjustment** is used for non-merit based adjustments that will be effective on 7/1,
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1. Additional Adjustment $ and Additional Adjustment %: enter either a dollar amount or a percentage, the other field will auto-populate.

2. Additional Adjustment Reason: choose the reason code that best represents the adjustment.

   If there are multiple reasons, then explain the additional reasons in the Additional Adjustment Notes field.

   The most common reasons would be:
   - Additional Duties Adjustment
   - Certification Credit Adjustment
   - Compression Adjustment
   - Market Location
   - Market Occupation
   - Market-Peer Equity Adjustment
   - Market Retention Adjustment
   - Market University Initiated
   - Restructuring Faculty Comp Plan

3. Additional Adjustment Notes: enter Notes using the guidelines in the Notes section.

   **Lump Sum Adjustments**

   A Lump Sum is a one-time payment such as a year-end bonus that is to be received in the faculty member’s July paycheck.

   1. Lump Sum $ and Lump Sum %: enter either a dollar amount or a percentage, the other field will auto-populate.

   2. Lump Sum Notes: Enter Notes using the guidelines in the Notes section.

   **Promotion Tab**

   Promotions are increases associated with an academic promotion and are entered by clicking the Promotion tab (top center).

   1. Promote: click and select Yes if a promotion is due on 7/1

   2. Position: will auto-populate with current information.

      If the promotion is to a new track type category, (e.g., research to ladder), a new position will need to be created through the **Create Job Requisition** business process.

      Promotions that remain in the same track type category do not need a change in position (a new P-number).

   3. Job Profile and Business Title: all auto-populate with current information when you click out of the field. Update the information is necessary.

   4. Promotion % and Promotion Amount: enter either a dollar amount or a percentage and the other field will auto-populate.

   5. Promotion Notes: enter Notes using the guidelines in the Notes section.

   **Submit and Route for Approval**

   Once edits have been completed by the Business Partner (or their delegate), the recommendations
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are routed for approval to the Strategic Business Partner (SBP).

To Do: Before submitting, export the Propose Awards screen to Excel as a record of your submission and to track any changes made as the recommendations move through the approval process.

No other edits can be made once the form has been submitted.

If additional edits need to be made:
- The SBP can make the edits
- OR
- The SBP can use the Send Back button to return the forms to the initiator.

To submit final recommendations:
1. Click Continue to return to the Organization Summary page.
   Reminder: a red error message will appear if required notes are missing.
2. Click Submit or Submit ALL to display a complete list of all the compensation changes.
   - Submit sends a single supervisory org for approval
   - Submit All sends all faculty adjustments for approval
   - Click Cancel to go back and make additional edits.
3. When you click Submit or Submit All, the next screen displays a grid listing your recommendations.
   - If notes have been entered, the last column will be the Notes column.
     Click the number that appears in the column if you want to read the notes.
     If no number appears, a note has not been written for that person.

4. Click Continue to move to the final overview screen.
5. Enter any helpful comments using the guidelines in the Notes section.
6. Details and Process: click the , if necessary, to display the Details and Process tabs.
   Details: displays the process form submitted
   Process: lists the approval routing
   You can always get back to Details and Process from your Inbox Archive tab
7. Click Done to complete the submission and route for approval by the Strategic Business Partner.

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