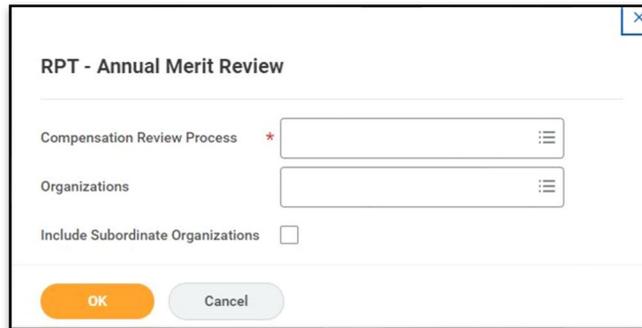


## How-To Guide for Reviewing Merit Effective 4/1/2024

1. Once logged into Workday type “RPT – Annual Merit Review” in the search bar.
2. Once the report has been selected, the below pop-up will appear on your screen. Select “**Compensation Review: Management Merit CY2024**” and your organization, select the “include subordinate organization” to view indirect reports.



The screenshot shows a dialog box titled "RPT - Annual Merit Review". It contains three input fields: "Compensation Review Process" with a red asterisk, "Organizations", and "Include Subordinate Organizations" with a checkbox. At the bottom are "OK" and "Cancel" buttons.

3. The below screenshot is an example of the report which will assist in identifying impacted employees.
  - a. The report is a snapshot of employee base pay changes effective April 1<sup>st</sup>, 2024.
  - b. Merit awarded as a lump sum is shown in under “Bonus & One-Time Payments”, paid in the April 12<sup>th</sup>, 2024 paycheck for biweekly paid employees and April 30<sup>th</sup>, 2024 for monthly paid employees.
  - c. The report can be exported to Excel by using the icon shown in the top right corner of your screen.



The screenshot shows the "RPT - Annual Merit Review" report interface. The top bar includes the title, a user profile icon, and an "Export to Excel" button with a yellow arrow pointing to the right. Below the title bar, the report parameters are displayed: "Compensation Review Process: Compensation Review: Employee Merit CY2023", "Include Subordinate Organizations: No", and "Organizations: Geisinger (John Doe (00748))". The report content shows 2 items in a table format. A yellow arrow points to the "Export to Excel" button, and another yellow arrow points to the "Bonus & One-Time Payments" column in the table.

Employee ID	Employee	Position	Supervisory Organization	Current Total Base Pay	Actual Percent Change	Actual Amount Change	New Total Base Pay	Bonus & One-Time Payments
00589	Jane Bill (00589)	P-00001 Patient Acces Representative	Geisinger (John Doe (00748))	27.91	0.00%	0.00	27.91	1,000.00
00269	Bill Bob (04891)	P-00205 Clinic Nurse	Geisinger (John Doe (00748))	20.50	3.5025%	0.72	21.22	