



Annual Salary Increase Program in Workday Overall Guide



Accessing the Salary Planning Grid

Welcome, On behalf of: Michael Scott

Announcements
2 items

Henry Schein Cares
Henry Schein founded our Company in 1932 based on the belief that we can fulfill our responsibilities as a corporate ...

Are you connected?
Are you following Henry Schein to see what's happening around the world? Twitter Facebook Instagram

Inbox
2 items

- Salary Planning:
7 day(s) ago - Effective 03/30/2020
- Salary Planning:
15 day(s) ago - Effective 12/16/2019

[Go to inbox](#)

Applications
19 items

- Time and Absence
- Absence
- Talent and Performance
- Team Performance
- Team Performance
- Workday Time and Absence Audit
- My Team
- Anniversaries This Week and Next
- Directory
- TSM Changes
- Open Positions
- My Open Job Requisitions
- Headcount
- Personal Information
- Favorites
- Pay

Accessing the Salary Planning Grid

You can filter your Inbox to access your Grid by selecting 'Salary Planning'

The screenshot shows a web application interface with a blue header bar containing the word "Inbox". Below the header, there is a search bar and a notification icon. The main content area is divided into two columns. The left column contains a list of actions, with a filter menu open over it. The filter menu has a red border and lists several options, with "Salary Planning" highlighted. The right column displays a "Propose Awards" section for "Merit: Salary Planning Testing 11.25.19". Below this, there is a "Overall Budget and Spend" section showing a 100% completion rate for a merit amount of 248,670.04 USD. At the bottom, there is a table with 7 items, filtered by "Merit".

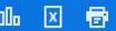
TSM	Validation Errors and Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Exempt	Current Job Profile	Base Pay	Hourly Rate	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	/
Roy Anderson Dunder Mifflin Scranton (Michael Scott) PA Remote, USA		7.30	Exceeds Expectations 7	No	US Packer - DC	65,000		No	2.70%	1,755	0.00%	

Salary Planning for Your Direct Reports

(This slide is only for 2nd Level Managers; 1st Level Managers should proceed to next slide)

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



From the Salary Planning Summary Page, click the **'Pencil Icon'** in the 'Propose' column to complete salary planning for your direct reports

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14	99.99%	Actions ▼

Submit

Search Employees

Show me how

Finding the Budget and Spend

Propose Awards:

Merit: Salary Planning Testing 11.25.19 Actions

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)



Overall Budget and Spend



Here you can see the budget and spend for your direct team. The budget is calculated based on the merit budget percent of the Base Pay of eligible TSMs. The spend dynamically updates as merit increases, additional adjustments and lump sum awards are entered.

Show me how

5 items

Merit

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%	0	

Sort or Filter Fields as Necessary

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)



Overall Budget and Spend



You can sort or filter on any of these fields by clicking on the title of the column

Show me how

5 Items

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	<input type="text" value="No"/>	<input type="text" value="2.70%"/>	<input type="text" value="1,890"/>	<input type="text" value="0.00%"/>	<input type="text" value="0"/>	<input type="text"/>

Understanding the Grid Fields

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)



Overall Budget and Spend



Here's the TSM's name

5 items

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%	0	

Show me how

Understanding the Grid Fields

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)



Overall Budget and Spend



Here you will be notified of any errors/warnings – Please note, you will not be able to submit the grid if there are any errors. (e.g. You cannot enter both a merit increase and a lump sum award for the same TSM)

Show me how

5 items

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	<input type="text" value="No"/>	<input type="text" value="2.70%"/>	1,890	<input type="text" value="0.00%"/>	0	<input type="text"/>

Understanding the Grid Fields

Propose Awards:

Merit: Salary Planning Testing 11.25.19 Actions

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)

Overall Budget and Spend



Here you can see the TSM's Performance Ratings.

NOTE:

- The Rating will only show if the Performance Appraisal is in the EMC Review Step.
- If it is not in the EMC Review Step, the Rating # will show as '0.00' for TSMs below the Director Level.
- Directors & Above do not receive Ratings and therefore the Rating # will show as 0.00 and the Rating will show as 'Unrated'.
- If a TSM has transferred and you are no longer in their management chain, you may lose access to this field.

5 items

Merit

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%	0	

Show me how

Salary Planning for Your Direct Reports

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)



Overall Budget and Spend



View the TSM's current Base Pay, Hourly Rate and compa-ratio (compa-ratio available for directors and above)

5 items

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%	0	

Show me how

Salary Planning for Your Direct Reports

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)



Overall Budget and Spend



If you are intentionally not giving a TSM a merit increase, you must change this field from a 'NO' to a 'YES' or you will receive an error and will not be able to submit the Grid until this error has been corrected

Show me how

5 items

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%	0	

Salary Planning for Your Direct Reports

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)



Overall Budget and Spend



Click on this field to enter a merit increase percentage

5 items

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%	0	

Show me how

Salary Planning for Your Direct Reports

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)

Overall Budget and Spend



Enter an additional adjustment percentage, if applicable

If you are giving a TSM an adjustment, you must enter a justification comment in this field

5 items

TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%	0	
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%	0	

Show me how

Salary Planning for Your Direct Reports

Propose Awards:

Merit: Salary Planning Testing 11.25.19 Actions

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)



Overall Budget and Spend



Review the TSM's proposed salary changes based on updates made to the Grid (Base Salary + Merit \$ + Adjustment \$)

Show me how

5 items Merit

TSM	Errors/Warnings	Performance Assessment Rating (#)	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment	New Base Pay	New Compa Ratio	Lump Sum %	Lump Sum Amount	Lump Sum Comment	Location	Scheduled Weekly Hours	Hire Date	Minimum
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	2.70%	810	0.00%	0		30,803	0.91	0.00%	0.00		PA Remote, USA	40	09/03/2016	27,040
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	2.70%	1,890	0.00%	0		71,890	0.75	0.00%	0.00		PA Remote, USA	40	08/26/2011	77,040

Salary Planning for Your Direct Reports

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)

Overall Budget and Spend



Review the TSM's new compa-ratio
(available for Directors and above)

5 items

Merit

TSM	Errors/Warnings	Performance Assessment Rating (#)	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment	New Base Pay	New Compa Ratio	Lump Sum %	Lump Sum Amount	Lump Sum Comment	Location	Scheduled Weekly Hours	Hire Date	Minimum
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	2.70%	810	0.00%	0		30803	0.91	0.00%	0.00		PA Remote, USA	40	09/03/2016	27,040
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	2.70%	1,890	0.00%	0		71890	0.75	0.00%	0.00		PA Remote, USA	40	08/26/2011	77,040

Show me how

Salary Planning for Your Direct Reports

Propose Awards:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)

Overall Budget and Spend



Enter a lump sum percentage or amount, if applicable.
Then, enter a justification in the comment box

Note: Lump Sum awards are typically no greater than half of the merit budget (e.g. 3% merit budget would typically result in 1.5% Lump Sum award allocations)

Show me how

5 items Merit

TSM	Errors/Warnings	Performance Assessment Rating (#)	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment	New Base Pay	New Comparison Ratio	Lump Sum %	Lump Sum Amount	Lump Sum Comment	Location	Scheduled Weekly Hours	Hire Date	Minimum
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	2.70%	810	0.00%	0		30,803	0.91	0.00%	0.00		PA Remote, USA	40	09/03/2016	27,040
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	2.70%	1,890	0.00%	0		71,890	0.75	0.00%	0.00		PA Remote, USA	40	08/26/2011	77,040

Understanding the Grid Fields

Propose Awards:

Merit: Salary Planning Testing 11.25.19 Actions

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions](#)

Overall Budget and Spend



You can see more information about this TSM and the Salary Range for their position by scrolling to the right

Show me how

5 items

Merit

TSM	Errors/Warnings	Performance Assessment Rating (#)	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment	New Base Pay	New Compa Ratio	Lump Sum %	Lump Sum Amount	Lump Sum Comment	Location	Scheduled Weekly Hours	Hire Date	Minimum
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	2.70%	810	0.00%	0		30,803	0.91	0.00%	0.00		PA Remote, USA	40	09/03/2016	27,040
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	2.70%	1,890	0.00%	0		71,890	0.75	0.00%	0.00		PA Remote, USA	40	08/26/2011	77,040

Errors/Warnings on the Grid

You will not be able to submit if there are any errors on your Grid, as noted in the 'Validation Errors and Warnings' column.

ERRORS:

Recommendation = 0 field must be "No" if TSM is receiving an increase.

Recommendation = 0 field must be "Yes" if TSM is not receiving an increase.

Any adjustments must have a comment.

Any lump sum must have a comment.

Cannot enter both a lump sum and a merit increase.

WARNING (can still be submitted with Warning):

Merit increase is over 3%, TSM should have a performance rating of at least Exceeds Expectations, or an MBO rating of 100 or greater."

Review and Submit Your Grid

Propose Awards:

Merit: Merit Testing - 11.12.19 B (Actions)



14 second(s) ago - Effective 12/01/2019

Overall Budget and Spend



5 items

Merit													
TSM	Errors/Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Hourly Rate	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %
Roy Anderson Scranton Office (Michael Scott) PA Remote, USA		6.70	Met Expectations 6	D4	No	US Picker/Packer	29,994	14.42	0.89	No	2.70%	810	0.00%
Pam Beesly Scranton Office (Michael Scott) PA Remote, USA		3.71	Exceeded Expectations	L3	No	US Administrative Assistant	50,003	24.04	0.70	No <input type="text"/>	2.70%	1,350	0.00%
Jim Halpert Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%
Kelly Kapoor Scranton Office (Michael Scott) PA Remote, USA		3.00	Met Expectations	S99	No	US Telesales Rep - Inbound	39,998	19.23		No	2.70%	1,080	0.00%
Dwight Schrute Scranton Office (Michael Scott) PA Remote, USA		0.00		E23	Yes	US Associate HRIS Manager	70,000		0.73	No	2.70%	1,890	0.00%

- After completing the Grid for your team, you are encouraged to review your 'Overall Budget and Spend' to see if your submission falls within budget
- First Level Managers will have a 'Submit' button and the opportunity to add a comment;
- Managers of Managers will have a 'Continue' Button.

Submit

Review and Submit Your Grid

- If you are a Manager of Managers, you will **not be able to submit your Grid until all of the managers below you have submitted theirs or until you have pulled their Grid forward and planned for their TSMS.**
- The Salary Planning Process is **submitted through all levels** of the management chain.
 - This means that your recommendations **will be reviewed and can be changed** by your manager and your manager's manager all the way up to your EMC.
 - ★ • This also means that you **need to complete your recommendations early** in the process so that your management team has time to review your recommendations.
- Additionally, if your manager needs to submit their Grid, they have the ability to pull forward your Grid and complete any recommendations that you have not entered.
- As in the past, you may not communicate increases until you are notified.

★ Your recommendations are reviewed by your manager and EVERY MANAGER UP THROUGH EMC. You may need to complete recommendations within the first few days of the planning period.

Useful Reports

- RPT Salary Planning Grid for All TSMs in my Org – View all of the salary recommendations for TSMs below you in your organization
- RPT Salary Planning Status Report – View the status of your organizations' Salary Planning Grids
- RPT Bonus Calculation Summary – View the bonus calculation detail for all bonus eligible TSMs below you in your organization
- RPT My Team's Budgets – Shows each team rolling up to you, their salary planning budget, their spend, and who the grid is currently awaiting action from

Navigating Workday to Complete the Salary Planning Process – Second Level Managers & Above

Salary Planning Grid: Manager of Managers

If you are a Manager of Managers (i.e. one or more of your direct reports are also completing a Salary Planning Grid), you will have a Salary Planning Summary Page appear before you can access your Salary Planning Grid.

Salary Planning Summary Inbox Task/Page

Search

Inbox

Actions (2) Archive

Viewing: All Sort By: Newest

- Merit Planning:**
 5 day(s) ago - Effective 01/01/2020
- Goal Setting: David Wallace**
 1 month(s) ago - Effective 12/31/2020

Organization Summary:

Salary Planning: Test Merit 11.19.19 Actions

5 day(s) ago - Effective 01/01/2020

[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend

99.6%

Salary Planning
USD
262,480.04
of 263,628.04

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Errors	Salary Planning	Actions
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14		99.56%	Actions

Submit
Search Employees

Refresh

RPT My Team!...

Salary Planning Summary Page

Organization Summary:

Merit: Merit Testing - 11.12.19 B Actions

5 day(s) ago - Effective 12/01/2019

Overall Budget and Spend



Here is where you will see your overall budget and spend, including all teams that roll up into you

Refresh

RPT My Team!...

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14	100.00%	Actions

Submit

Search Employees

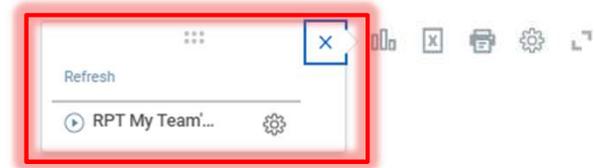
Salary Planning Summary Page

Organization Summary:

Merit: Merit Testing - 11.12.19 B Actions

5 day(s) ago - Effective 12/01/2019

Overall Budget and Spend



If you expand this report (accessed through the **'Bar Graph'** icon), you can see up to 100 teams* rolling up into you and how they are tracking towards their merit budget. You can also see where the Grid is currently sitting. This can be exported to Excel by clicking the **Gear** icon and then clicking on the Download to Excel button.

% of Pool Summary 1 item

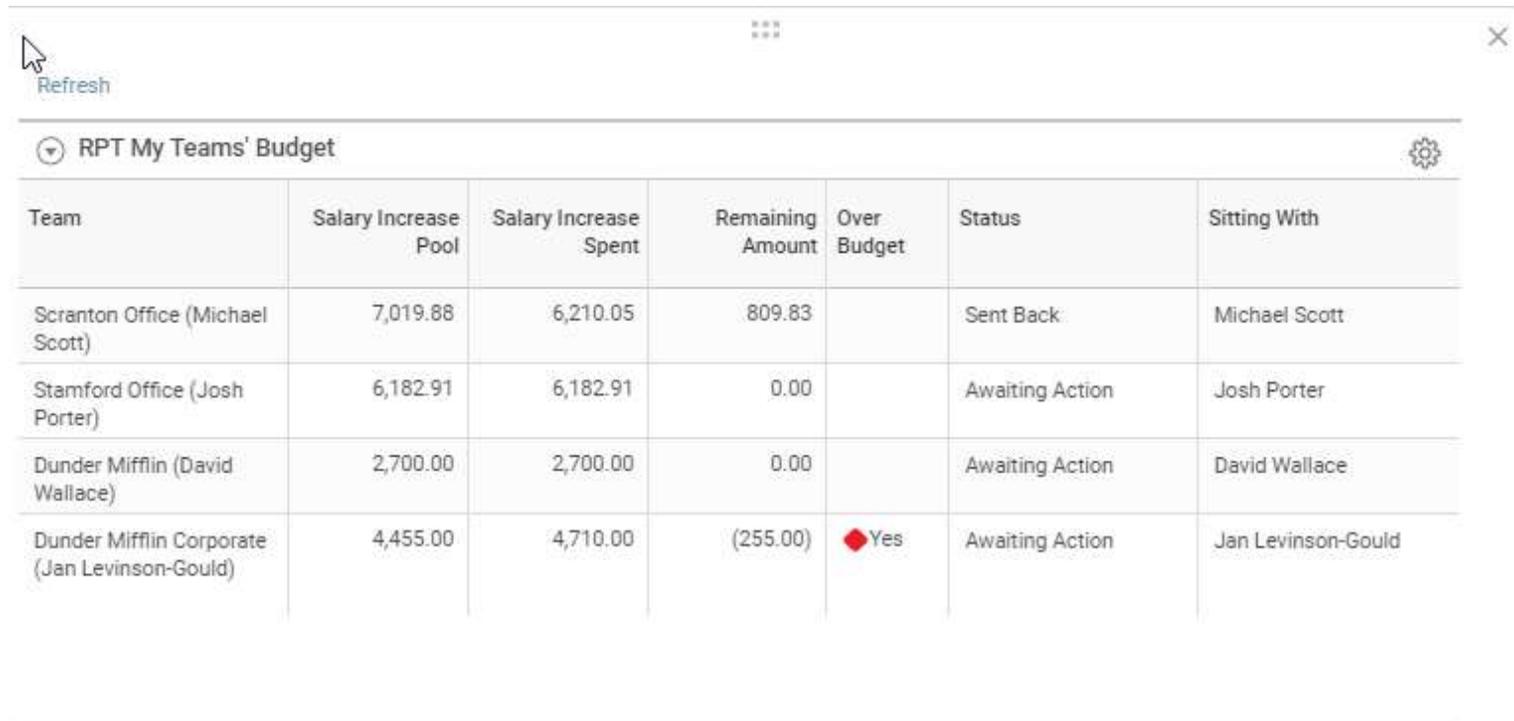
Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14	100.00%	Actions

Submit

Search Employees

*If you need to see this report for more than 100 teams, please search RPT My Team's Budgets in the Workday Search bar and run it outside of the Salary Planning process. You can then download it to Excel if needed.

Example: My Team's Budgets Report



Refresh

⋮

✕

⌵ RPT My Teams' Budget ⚙️

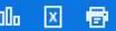
Team	Salary Increase Pool	Salary Increase Spent	Remaining Amount	Over Budget	Status	Sitting With
Scranton Office (Michael Scott)	7,019.88	6,210.05	809.83		Sent Back	Michael Scott
Stamford Office (Josh Porter)	6,182.91	6,182.91	0.00		Awaiting Action	Josh Porter
Dunder Mifflin (David Wallace)	2,700.00	2,700.00	0.00		Awaiting Action	David Wallace
Dunder Mifflin Corporate (Jan Levinson-Gould)	4,455.00	4,710.00	(255.00)	Yes	Awaiting Action	Jan Levinson-Gould

⌵

Salary Planning for Your Direct Reports

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



From the Salary Planning Summary Page, click the **'Pencil Icon'** in the **'Propose'** column to complete salary planning for your direct reports

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14	99.99%	Actions ▼

Submit

Search Employees

Show me how

Salary Planning for Your Direct Reports

Propose Awards:

Merit: Merit Testing - 11.12.19 B [Actions](#)



Direct Reports Budget and Spend



Here is the budget and spend for your direct reports only

Here is where you will make the salary recommendations for your direct reports following the steps discussed earlier

TSM	Validation Errors and Warnings	Performance Assessment Rating (#)	Base Pay	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment	New Total Base Pay	Lump Sum %	Lump Sum Amount	Lump Sum Comment	Time Type	Location	Scheduled Weekly Hours	Hire Date
Jan Levinson-Gould Dunder Mifflin Corporate (David Wallace) PA Remote, USA		0.00	00	No	2.70%	2,700	0.00%	0		102,700.00	0.00%	0.00		Full time	PA Remote, USA	40	08/26/2018

Continue

Once finished entering salary recommendations, click '**Continue**', to go back to your Salary Planning Summary Page

Salary Planning for Your Direct Reports

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14	99.99%	Actions ▼

Show me how

Click **'Submit'** to submit Grid to your manager.

Please note, you can only submit your Salary Planning Grid when all managers rolling up to you have submitted their Grids (or you have advanced their Grids and entered recommendations on their behalf) to you and there are no errors found

Salary Planning Summary Page

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)

6 day(s) ago - Effective 12/15/2019

[Click Here for More Instructions - SUMMARY](#)



Overall Budget and Spend



Merit
USD
263,613.04
of 263,628.04

Click here to see the status of the teams rolling up into you

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Actions
					Awaiting Action	14	99.99%	Actions

Show me how

Submit

Search Employees

Salary Planning Summary Page

Organization Summary:
Merit: Merit Testing - 11.12.19 B [Actions](#)

Overall Budget and Spend

100.7%
Merit
USD
265,445.04
of 263,628.04

% of Pool Summary 1 Item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Errors	Mer
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14	1	100.19%

[Submit](#) [Search Employees](#)

Actions
Propose Compensation for My Organizations
View All Employees
View Employees with Errors

Under the Actions button you can choose **View All Employees** which allows you to view all TSMs rolling up into you. You can also edit from this screen, as long as the grid for that manager has been submitted/manually advanced to you.

Sub Orgs Button: Viewing Organizations Rolling Up to You

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



When you click to see the teams rolling up to you, you can still see your overall budget and spend

% of Pool Summary 2 items

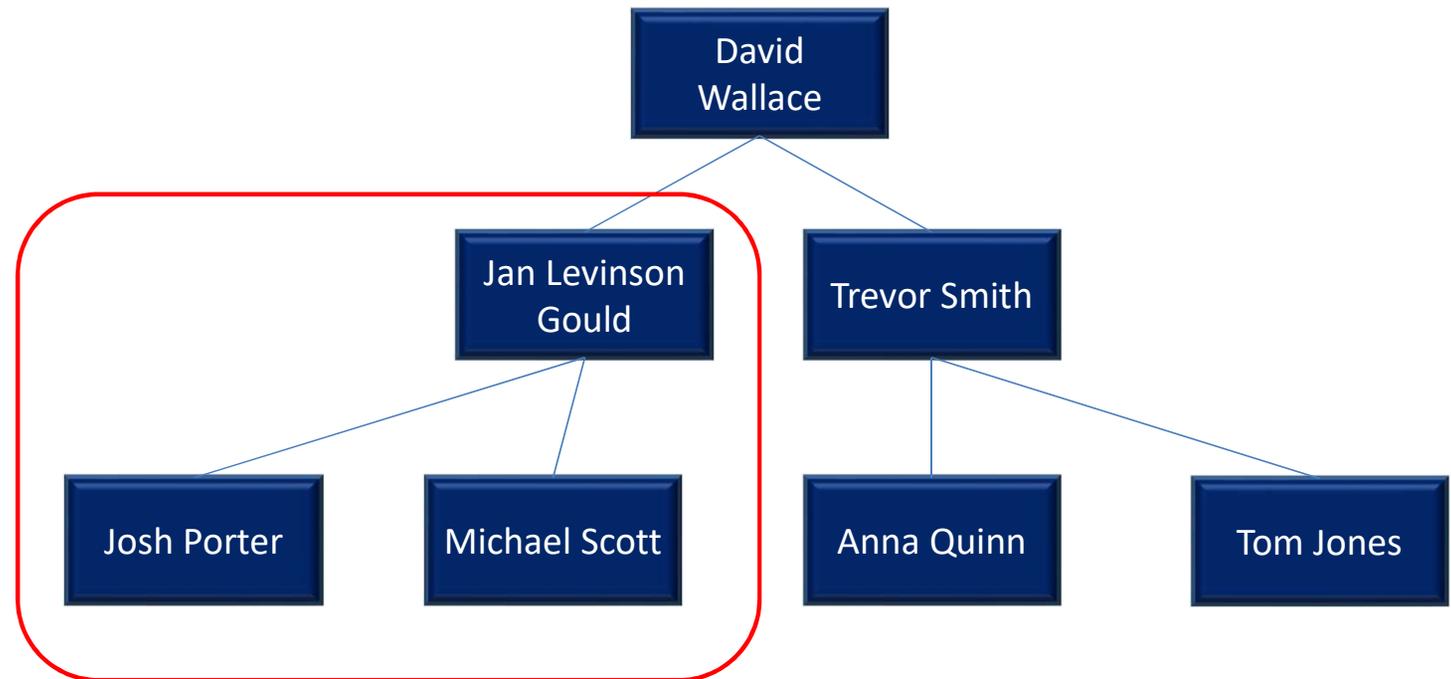
Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions ▾
Dunder Mifflin Management (Jan Levinson-Gould)				Awaiting Action	13	99.99%	Actions ▾

[Return to Top Level](#)

Show me how

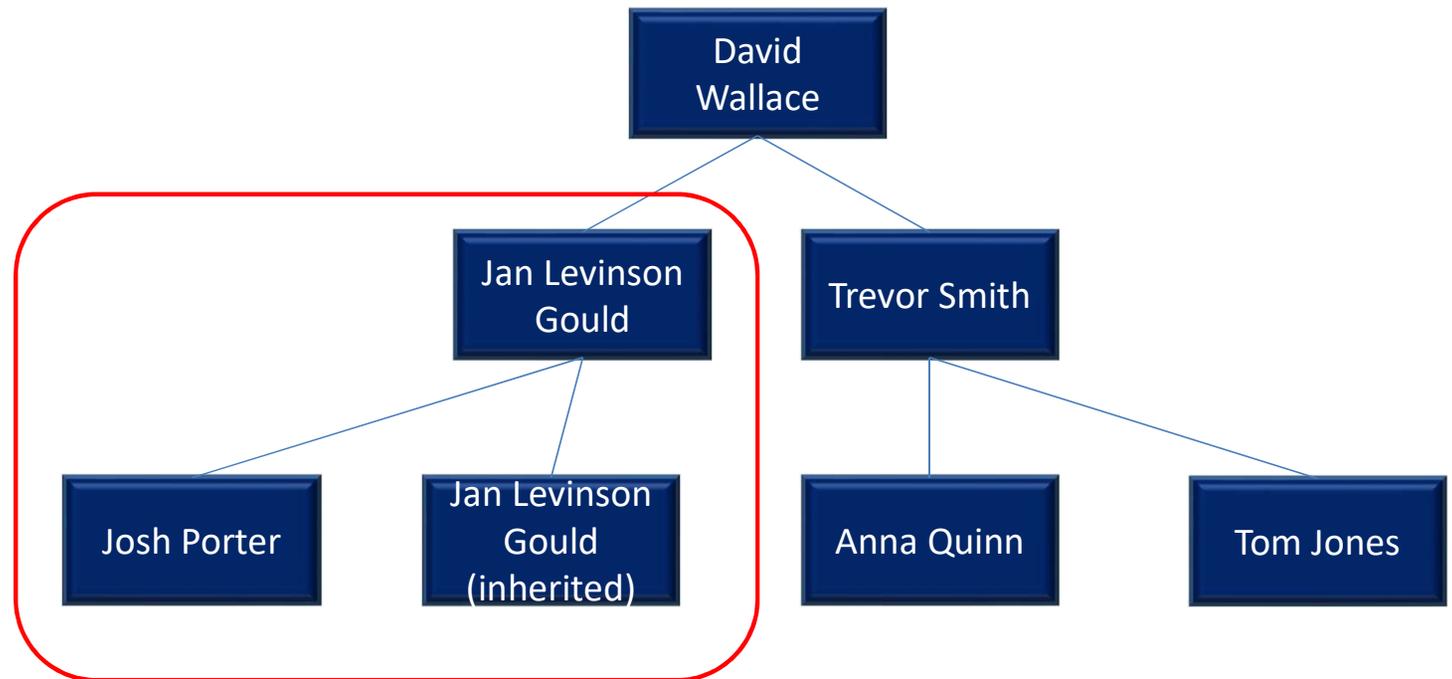
Example of an Organization

This is an example organization that rolls up into David Wallace.



Example: Inherited Orgs

If Michael were to leave the organization, his team would now become inherited and show in the Grid as 'Jan Levinson Gould (inherited)'.



Sub Orgs Button: Viewing Organizations Rolling Up to You

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



The first organization will be your direct team

% of Pool Summary 2 Items

Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions
Dunder Mifflin Management (Jan Levinson-Gould)				Awaiting Action	13	99.99%	Actions

[Return to Top Level](#)

Below your organization, you will see organizations one level down from you. You will also see inherited orgs.

Show me how

Sub Orgs Button: Viewing Organizations Rolling Up to You

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



If this manager has teams rolling up to them, you can see their Grid/status by clicking the **'Sub Orgs'** icon again

% of Pool Summary 2 items

Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions
Dunder Mifflin Management (Jan Levinson-Gould)				Awaiting Action	13	99.99%	Actions

[Return to Top Level](#)

Note: As you click on the Sub Orgs icon to view lower levels in your organization, you will see a 'clickable' note identifying where in the hierarchy you are viewing

Show me how

Sub Orgs Button: Viewing Organizations Rolling Up to You

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



Click on these icons to see the applicable Grid. The icon you see indicates what action you can take on this team/organization. If there is a **'Pencil icon'**, it means you can make edits.

If you see a **'Magnifying Glass'**, it means the Grid has not yet been submitted to you and while you can see the Grid you cannot edit it

% of Pool Summary 2 items

Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions
Dunder Mifflin Management (Jan Levinson-Gould)				Awaiting Action	13	99.99%	Actions

[Return to Top Level](#)

Show me how

Sub Orgs Button: Viewing Organizations Rolling Up to You

Organization Summary:

Merit: Salary Planning Testing 11.25.19 Actions



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



The '**Status**' field shows you the status of the applicable Grid - whether that team's Grid is awaiting action by the manager, has been submitted, has been manually advanced, or if it has been sent back

% of Pool Summary 2 items

Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions ▾
Dunder Mifflin Management (Jan Levinson-Gould)				Awaiting Action	13	99.99%	Actions ▾

[Return to Top Level](#)

Note: If you would like to see who the Grid is sitting with, access the *RPT My Team's Budgets* by clicking on the **Bar Graph** icon

Sub Orgs Button: Viewing Organizations Rolling Up to You

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



Here you can see the percentage of your organization's merit budget that has been allocated

% of Pool Summary 2 items

Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions
Dunder Mifflin Management (Jan Levinson-Gould)				Awaiting Action	13	99.99%	Actions

[Return to Top Level](#)

Show me how

Sub Orgs Button: Viewing Organizations Rolling Up to You

Organization Summary:

Merit: Merit Testing - 11.12.19 B [Actions](#)



Overall Budget and Spend



% of Pool Summary 2 items

Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions
Dunder Mifflin Management (Jan Levinson-Gould)				Awaiting Action	13	100.00%	Actions

Here you can click **'View All Employees'** to view all the employees rolling up into that manager.

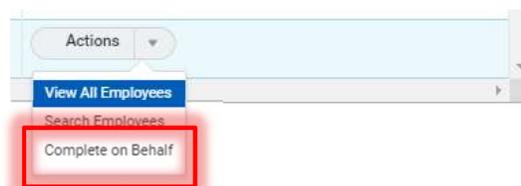


NOTE: There is a 500 TSM limit. If you need to review more than 500 TSMs, please access the 'Team Performance' dashboard and run the RPT Salary Planning Grid for All TSMs in my Org report.

Completing a Grid on Behalf of a Direct Report

You can choose to complete the Grid on behalf of a direct report by selecting the 'Complete on Behalf' option within the 'Actions' dropdown (also referred to as "pulling it [the Grid] forward"). *A notification will be sent to the manager who no longer has access to the Grid.*

IMPORTANT: If you pull the grid forward, you pull forward ALL teams rolling up into that manager. *Once pulled forward, 'sending back' has to be done by each Manager in the management chain until it reaches the respective leader and cannot be done if there are any errors on the Grid.*



David Wallace can only pull forward Jan's or Trevor's Grids.

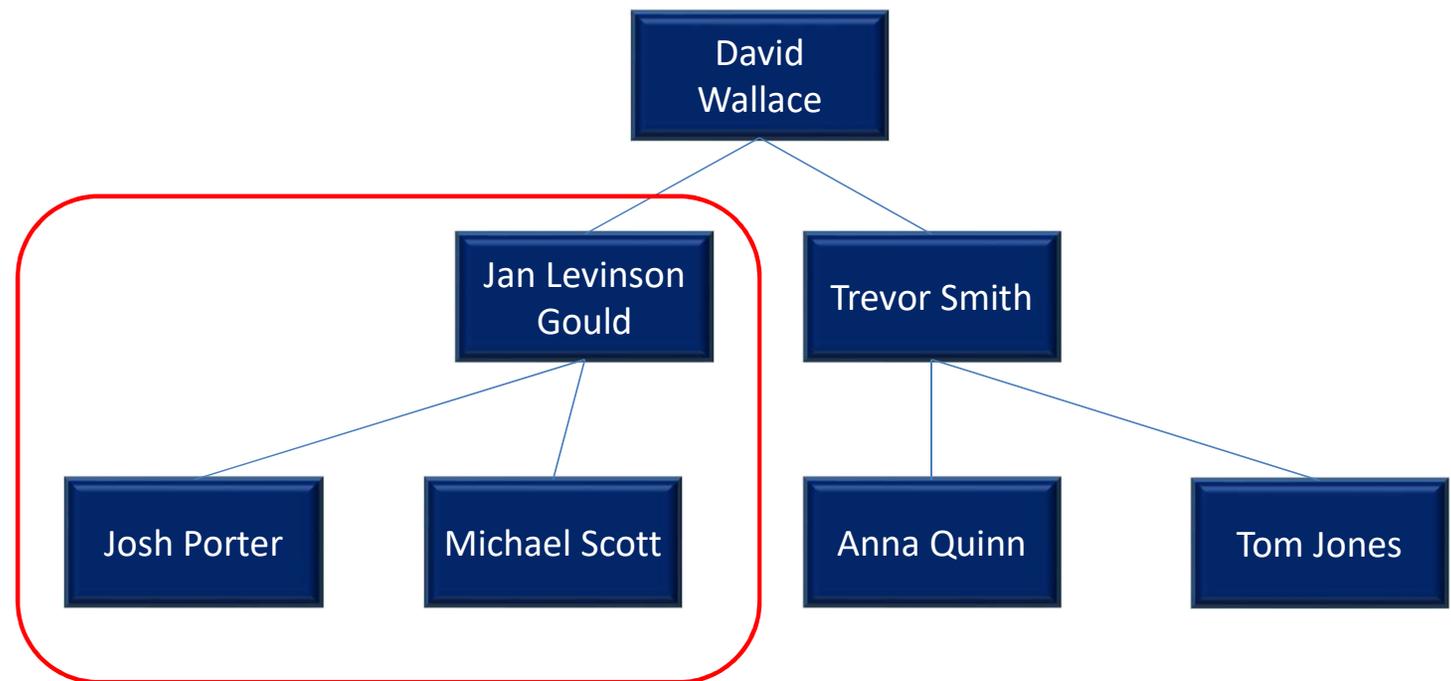
He cannot pull forward any Grids below Jan or Trevor.

However, if he pulls forward Jan, he will pull forward ALL the Grids from Jan, Josh and Michael.

Jan, Josh and Michael will no longer be able to complete their Grids.

Note: If a Grid has been manually advanced (pulled forward) a notification will be sent to the individual it was pulled from.

Example: Pulling Forward a Salary Planning Grid



Pulling Forward a Salary Planning Grid

Organization Summary Subordinates

Important Information!

3 items

Organization	Planner	Status	Employees
Dunder Mifflin Management (Jan Levinson-Gould)	Jan Levinson-Gould	Awaiting Action	2
Dunder Mifflin Scranton (Michael Scott)	Michael Scott	Awaiting Action	7
Dunder Mifflin Stamford (Josh Porter)	Josh Porter	Awaiting Action	4

Important Information: I understand this action will bring award planning up to my level so I may edit. All planners in subordinate organizations will be locked out as a consequence. After this action, I can only send back to the planner(s) directly below my organization.

Confirm

Comment

Complete on Behalf Cancel

If you choose to complete on a Manager's behalf and click the **'Complete on Behalf'** button, you will then see this screen. It shows all organizations/teams that you are pulling forward.

You must read the instructions, confirm you understand what teams you are pulling forward and enter a comment. Then click **'Complete on Behalf'** again and then click **'Done'**.

Pulling Forward a Salary Planning Grid

Organization Summary:

Merit: Merit Testing - 11.12.19 B [Actions](#)



Overall Budget and Spend



% of Pool Summary 2 items



Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions
Dunder Mifflin Management (Jan Levinson-Gould)				Manually Advanced	13	100.00%	Actions

[Return to Top Level](#)

Once pulled forward, you will see the **'Pencil Icon'** next to the organization that you pulled forward – meaning you can now edit for this team. Note the status changed to **Manually Advanced**.

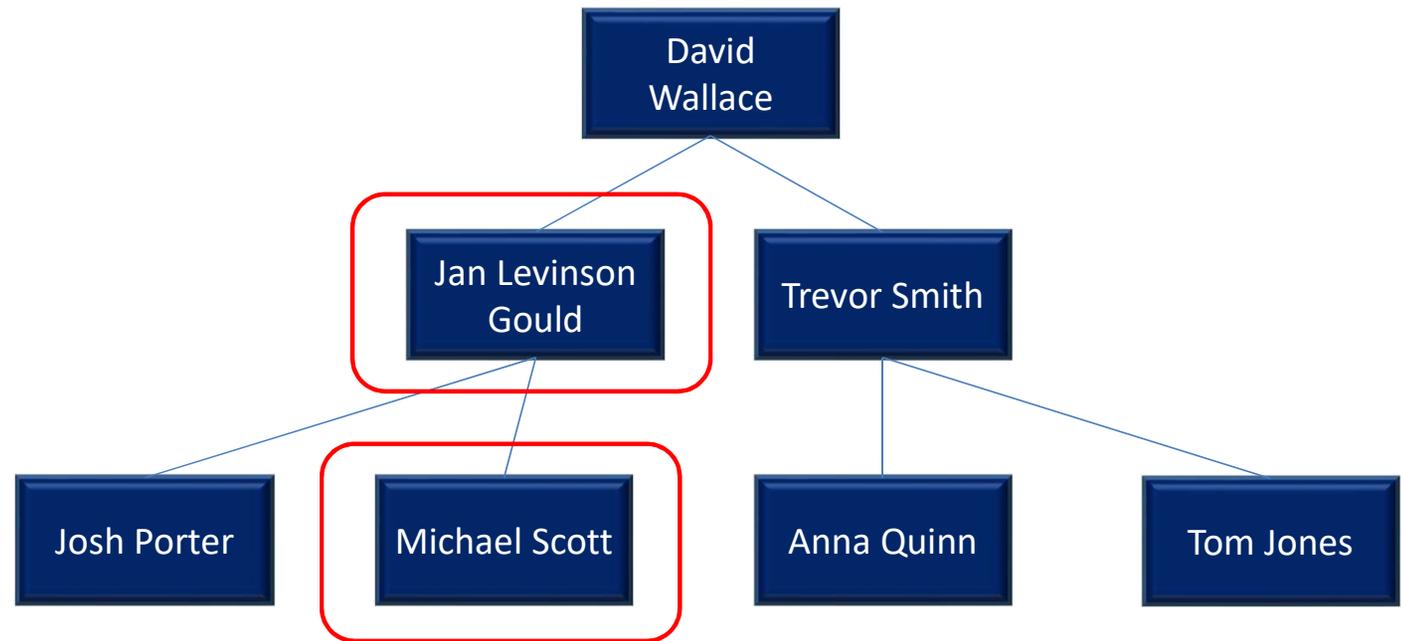
Workday requires the Grid to go through the management hierarchy when sent back.

If David needs to send back Michael's Grid, he would have to send it back to Jan.

Jan would then have to send it back to Michael.

Note: Grids cannot be sent back if they have errors; errors must be corrected before they can be sent back.

Example: Sending Back a Salary Planning Grid



Getting back to the Initial Summary Task

Organization Summary:
Merit: Merit Testing - 11.12.19 B [Actions](#)

Overall Budget and Spend



% of Pool Summary 2 items

Organization	Sub Orgs	View	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)				Awaiting Action	1	100.00%	Actions
Dunder Mifflin Management (Jan Levinson-Gould)				Manually Advanced	13	100.00%	Actions

[Return to Top Level](#)

Click **'Return to Top Level'** to get back to your Initial Merit Summary task

Troubleshooting Errors on Your Grid

Organization Summary:
Merit: Merit Testing - 11.12.19 B [Actions](#)



Overall Budget and Spend



% of Pool Summary 1 item

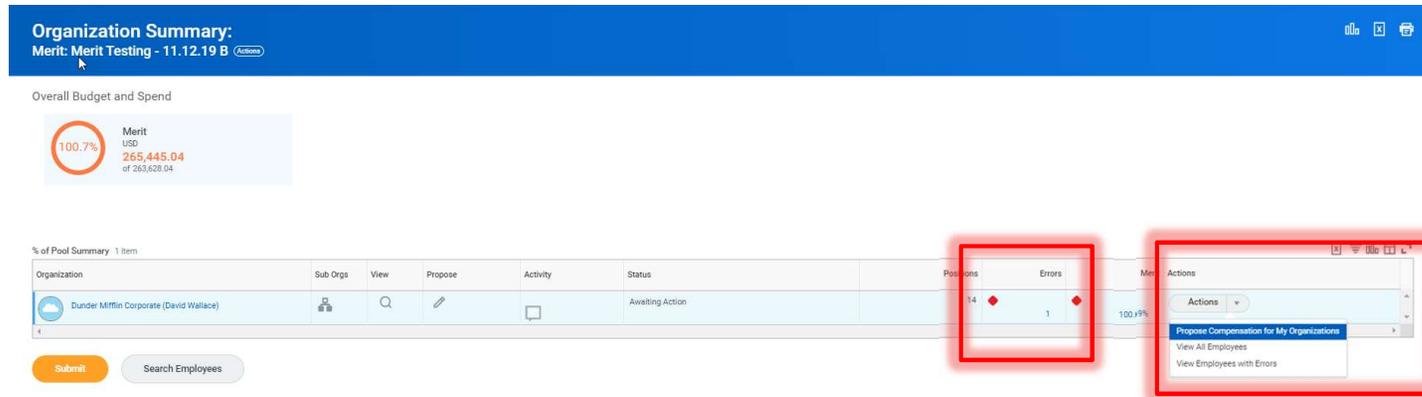
Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Errors	Merit	Actions
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14	1	100.69%	<div><p>Actions</p><p>Propose Compensation for My Organizations</p><p>View All Employees</p><p>View Employees with Errors</p></div>

[Submit](#)

You will not be able to submit if there are any errors on your Grid or the Grids of managers rolling up to you. The Summary Page will show you if there are any errors by showing a red diamond and the number of errors in the 'Error' column.

Under 'Actions' you can click the '**View Employees with Errors**' button to see and take action on the errors so you can submit.

Examples of Errors Include:



ERRORS:

- Recommendation = 0 field must be “No” if TSM is receiving an increase.
- Recommendation = 0 field must be “Yes” if TSM is not receiving an increase.
- Any adjustments must have a comment.
- Any lump sum must have a comment.
- Cannot enter both a lump sum and a merit increase.

WARNING (can still be submitted with Warning):

Merit increase is over 3%, TSM should have a performance rating of at least Exceeds Expectations, or an MBO rating of 100 or greater.”

Using the Search Functionality

(This report is very useful - it allows you to search based on certain criteria and make edits right from the report)

Organization Summary:

Merit: Salary Planning Testing 11.25.19 [Actions](#)



[Click Here for More Instructions - SUMMARY](#)

Overall Budget and Spend



% of Pool Summary 1 Item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Actions
Dunder Mifflin Corporate (David Wallace)					Awaiting Action	14	99.99%	Actions ▼

Submit

Search Employees

This button enables you to search for a TSM or a group of TSMs within your organization based on certain filters. It is only available while the Salary Planning task is with you.

If the TSM is on a Salary Planning Grid that has been submitted to you, you are also able to edit from this screen

Using the Search Functionality

Compensation Review Organization Search Report (Default) Actions

Compensation Review Process Organization Dunder Mifflin Corporate (David Wallace)

search Search

> Saved Searches

Current Search Save

Clear All

▼ **TSM**

- Sally Smith (1)
- Roy Anderson (1)
- Pam Beesly (1)
- Michael Scott (1)
- Kevin Malone (1)
- More

> **Manager**

> **Supervisory Organization**

> **Organization Planner**

> **Current Job Profile**

> **Location**

14 Results | 2 selected

- Michael Scott - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Management (Jan Levinson-Gould) | Jan Levinson-Gould | US Associate HRIS Manager
- Jan Levinson-Gould - VP, CFO - Medical reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Corporate (David Wallace) | David Wallace | US VP, CFO - Medical
- Kevin Malone - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant
- Angela Martin - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant
- Pam Beesly - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant
- Dwight Schrute - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Associate HRIS Manager
- Jim Halpert - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Associate HRIS Manager

Review Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Management (Jan Levinson-Gould) | Jan Levinson-Gould | US Associate HRIS Manager

Here are the facets you can use to filter

Using the Search Functionality

Here is where you search by TSM name

Compensation Review Organization Search Report (Default) Actions

Compensation Review Process Organization | Dunder Mifflin Corporate (David Wallace)

Q search Search

> Saved Searches

Current Search Save **14 Results** | 2 selected

- ▼ **TSM**
 - Sally Smith (1)
 - Roy Anderson (1)
 - Pam Beesly (1)
 - Michael Scott (1)
 - Kevin Malone (1)
 - More
- > **Manager**
- > **Supervisory Organization**
- > **Organization Planner**
- > **Current Job Profile**
- > **Location**

<input checked="" type="checkbox"/>	Michael Scott - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B Dunder Mifflin Management (Jan Levinson-Gould) Jan Levinson-Gould US Associate HRIS Manager
<input checked="" type="checkbox"/>	Jan Levinson-Gould - VP, CFO - Medical reviewed by Merit: Merit Testing - 11.12.19 B Dunder Mifflin Corporate (David Wallace) David Wallace US VP, CFO - Medical
<input type="checkbox"/>	Kevin Malone - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B Dunder Mifflin Scranton (Michael Scott) Michael Scott US Administrative Assistant
<input type="checkbox"/>	Angela Martin - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B Dunder Mifflin Scranton (Michael Scott) Michael Scott US Administrative Assistant
<input type="checkbox"/>	Pam Beesly - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B Dunder Mifflin Scranton (Michael Scott) Michael Scott US Administrative Assistant
<input type="checkbox"/>	Dwight Schrute - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B Dunder Mifflin Scranton (Michael Scott) Michael Scott US Associate HRIS Manager
<input type="checkbox"/>	Jim Halpert - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B Dunder Mifflin Scranton (Michael Scott) Michael Scott US Associate HRIS Manager

Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Management (Jan Levinson-Gould) | Jan Levinson-Gould | US Associate HRIS Manager

Using the Search Functionality

Compensation Review Organization Search Report (Default) [Actions](#)

Compensation Review Process Organization Dunder Mifflin Corporate (David Wallace)

search Search

> Saved Searches

Current Search [Save](#) 14 Results | 2 selected

Clear All

▼ TSM

- Sally Smith (1)
- Roy Anderson (1)
- Pam Beesly (1)
- Michael Scott (1)
- Kevin Malone (1)
- More

> Manager

> Supervisory Organization

> Organization Planner

> Current Job Profile

> Location

Michael Scott - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Management (Jan Levinson-Gould) | Jan Levinson-Gould | US Associate HRIS Manager

Jan Levinson-Gould - VP, CFO - Medical reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Corporate (David Wallace) | David Wallace | US VP, CFO - Medical

Kevin Malone - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant

Angela Martin - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant

Pam Beesly - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant

Dwight Schrute - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Associate HRIS Manager

Jim Halpert - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Associate HRIS Manager

[Review](#) Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Management (Jan Levinson-Gould) | Jan Levinson-Gould | US Associate HRIS Manager

Click the checkbox next to the TSMs you would like to review.

NOTE: Do not click on their name as it will bring you to their worker profile

Using the Search Functionality

Compensation Review Organization Search Report (Default) [Actions](#)

Compensation Review Process Organization Dunder Mifflin Corporate (David Wallace)

search Search

> Saved Searches

Current Search [Save](#) **14 Results** | 2 selected

[Clear All](#)

- ▼ **TSM**
 - Sally Smith (1)
 - Roy Anderson (1)
 - Pam Beesly (1)
 - Michael Scott (1)
 - Kevin Malone (1)
 - [More](#)
- > **Manager**
- > **Supervisory Organization**
- > **Organization Planner**
- > **Current Job Profile**
- > **Location**

Michael Scott - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Management (Jan Levinson-Gould) | Jan Levinson-Gould | US Associate HRIS Manager

Jan Levinson-Gould - VP, CFO - Medical reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Corporate (David Wallace) | David Wallace | US VP, CFO - Medical

Kevin Malone - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant

Angela Martin - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant

Pam Beesly - Administrative Assistant reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Administrative Assistant

Dwight Schrute - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Associate HRIS Manager

Jim Halpert - Associate HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Scranton (Michael Scott) | Michael Scott | US Associate HRIS Manager

HRIS Manager reviewed by Merit: Merit Testing - 11.12.19 B
Dunder Mifflin Management (Jan Levinson-Gould) | Jan Levinson-Gould | US Associate HRIS Manager

Review

Once all the TSMs you would like to review are checked, click 'Review'

Using the Search Functionality

Compensation Review Process Search Employees Results

Merit: Merit Testing - 11.12.19 B Actions



Overall Budget and Spend



You will then see the Grid for only the TSMs you have chosen; you can make updates to the salary recommendations for those TSMs if the Grid is currently sitting with you.
NOTE: There is a 500 TSM limit*

2 items

TSM	Validation Errors and Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment	New Total Base Pay	New Compa Ratio	Lump Sum %	Lump Sum Amount	Lur
Jan Levinson-Gould Dunder Mifflin Corporate (David Wallace) PA Remote, USA		0.00	Unrated	E29	Yes	US VP, CFO - Medical	100,000		No	2.70%	2,700	0.00%	0		102,700.00		0.00%	0.00	
Michael Scott Dunder Mifflin Management (Jan Levinson-Gould) PA Remote, USA		3.14	Met Expectations	E23	Yes	US Associate HRIS Manager	80,000	0.83	No	2.70%	2,160	0.00%	0		82,160.00	0.85	0.00%	0.00	

Continue Search Again

*If you need to review more than 500 TSMs, please access the 'Team Performance' dashboard and run the RPT Salary Planning Grid for All TSMs in my Org report. You can then download it to Excel if needed.

Using the Search Functionality

Compensation Review Process Search Employees Results

Merit: Merit Testing - 11.12.19 B [Actions](#)



Overall Budget and Spend



Merit
USD
263,628.04
of 263,628.04

2 items

Merit

TSM	Validation Errors and Warnings	Performance Assessment Rating (#)	Performance Assessment Rating	Grade	Exempt	Current Job Profile	Base Pay	Compa Ratio	Recommendation=0	Merit Increase %	Merit Increase Amount	Additional Adjustment %	Additional Adjustment Amount	Adjustment Comment	New Total Base Pay	New Compa Ratio	Lump Sum %	Lump Sum Amount	Lur
Jan Levinson-Gould Dunder Mifflin Corporate (David Wallace) PA Remote, USA		0.00	Unrated	E29	Yes	US VP, CFO - Medical	100,000		No	2.70%	2,700	0.00%	0		102,700.00		0.00%	0.00	
Michael Scott Dunder Mifflin Management (Jan Levinson-Gould) PA Remote, USA		3.14	Met Expectations	E23	Yes	US Associate HRIS Manager	80,000	0.83	No	2.70%	2,160	0.00%	0		82,160.00	0.85	0.00%	0.00	

[Continue](#) [Search Again](#)

Click **Continue** to return to your Salary Planning Summary Page

Click **Search Again** to choose another population of TSMs, if applicable

Parallel Events

As Workday is our system of record, there may be transactions taking place at the same time as merit is being planned (i.e. Promotions, Transfers). If any parallel events take place for your TSMs, you are encouraged to contact your HR Business Partner for guidance on next steps.

More information will be available by accessing a Quick Reference Guide available on the Workday Help Site.