



Annual Salary Increase 2025 (People Leaders)

The annual increase process will be conducted in Workday. Managers and HCM business managers will have the necessary permissions to review the pay increases for their entire Supervisory Organization and have the ability to identify any inaccuracies. The Compensation team will then handle any updates and processing of all salary increases for fiscal year 2025. To kickoff the process you will need to run a report for your Supervisory Organization. The tasks below will help you with this process.

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From your Workday homepage:

1. Select **Notifications**.
2. Select **Compensation Review: VUMC Annual Compensation Review**.
3. Find the **Comp Report** name: **Comp Report: VUMC Manager Annual Increase Review**.
4. Search for **Comp Report: VUMC Manager Annual Increase Review** in the **Workday search bar**.
5. Under Tasks and Reports, select **Comp Report: VUMC Manager Annual Increase Review** from the search results.
6. All required and necessary information will auto populate for you. Uncheck the blue box if you only want to see your direct reports. To continue, select **OK**.

Note: You will then need to review their performance, compliance and salary information for each of your staff members for accuracy. Should you find that any information is inaccurate, please let the Compensation team know by submitting a Workday Help case titled, *Annual Increase*. Click [here](#) for guide.

The screenshots illustrate the following steps:

- Step 1:** The Workday homepage navigation bar with the **Notifications** icon highlighted.
- Step 2:** The **Notifications** panel showing the **Compensation Review: VUMC Annual Compensation Review** notification.
- Step 3:** The **Comp Report: VUMC Manager Annual Increase Review** report card.
- Step 4:** The Workday search bar with the query **VUMC Manager Annual Increase Review**.
- Step 5:** The search results under **Tasks and Reports**, with the **Comp Report: VUMC Manager Annual Increase Review** report selected.
- Step 6:** The report configuration screen for **Comp Report: VUMC Manager Annual Increase Review**, showing the **Supervisory Organization** set to **VUMC Sample Sup Org (S201371AA)** and the **Include Subordinate Organizations** checkbox checked.



Annual Salary Increase 2025 (People Leaders) (con't)

Employee	Supervisory Organization	Supervisory Organization ID	Superior Organization Name	Worker's Manager	Job Profile	Current FTE	Pay Rate Type	Grade	Current Pay Amount	Increase Percent	Increase Amount	New Pay Amount at 100% FTE	Annual Increase Notes	Effective Date	Performance Rating	Last Completed Performance Review	LMS Non-Compliance	Conflict of Interest Non-Compliance	Perf Plan/Disciplinary Action	Manager Notes
Employee 1 (0987251)	VUMC Sample Sup Org (S201371AA)	S201371AA	VUMC Sample Sup Org	Manager 01 (0252879)	8590 - Retail Service Aide	100.00%	Hourly	X20	\$ 16.21	3.50%	\$0.57	\$16.78		12/29/2024	Fully Meets Expectations	Annual Employee Performance Evaluation Template: Employee 1				
Employee 2 (0985842)	VUMC Sample Sup Org (S201371AA)	S201371AA	VUMC Sample Sup Org	Manager 01 (0252879)	3635 - Dietician	100.00%		X21	\$51,301.64	3.50%	\$1,795.56	\$53,097.20		1/1/2025						
Employee 3 (0853571)	VUMC Sample Sup Org (S201371AA)	S201371AA	VUMC Sample Sup Org	Manager 01 (0252879)	8590 - Retail Service Aide	100.00%		X20	\$ 17.14	3.50%	\$0.60	\$17.74		12/29/2024					Disciplinary Action - Written/Final: Employee 3	
Employee 4 (0253106)	VUMC Sample Sup Org (S201371AA)	S201372AA	VUMC Sample Sup Org	Manager 01 (0252879)	4496 - Cashier	100.00%	Hourly	X21	\$ 17.70	3.50%	\$0.62	\$18.32		12/29/2024	Fully Meets Expectations	Annual Employee Performance Evaluation Template: Employee 4		Y		
Employee 5 (9821030)	VUMC Sample Sup Org (S201371AA)	S201372AA	VUMC Sample Sup Org	Manager 01 (0252879)	4496 - Cashier	100.00%		X21	\$ 15.50	3.50%	\$0.54	\$16.04		12/31/2024					Disciplinary Action - Written/Final: Employee 5	

- Percent increase** — The amount is either 0% (ineligible) or 3.5% (eligible).
- Effective Date** — 12/29/24 for non-exempt; 1/1/25 for exempt.
- Performance Rating** — Employees with an overall performance rating of “Below Expectations” are not eligible. If no performance rating was available, the increase percent was loaded to the tool.
- Last Completed Performance Review** — May be annual or end of orientation period.
- LMS Non-Compliance** — If blank, the employee IS compliant. If “Y”, they ARE NOT compliant and the increase percent column will show 0%.
- Conflict of Interest Non-Compliance** — If blank, the employee IS compliant. If “Y”, they ARE NOT compliant and the increase percent column will show 0%.
- Perf Plan/Disciplinary Action** — Shows written/final performance plans or disciplinary actions documented in Workday within last 12 months, as of December 19.

QUESTIONS?