



Annual Salary Increase (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 2024. 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.



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

Employee	Supervisory Organization	Supervisory Organization ID	Supervisory Organization Name	Manager	Job Profile	Current FTE	Pay Rate Type	Grade	Current Pay Amount	Increase Percent	Increase Amount	New Pay Amount	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 (SA12345678)	SA12345678	VUMC Sample Sup Org	Manager 01 (0252879)	4496 - Cashier	100.00%	Hourly	X21	17.70	3.75%	\$0.66	\$18.36		12/31/2023	Fully Meets Expectations	Annual Employee Performance Evaluation Template: Employee 1				
Employee 2 (0924680)	VUMC Sample Sup Org (SA12345678)	SA12345678	VUMC Sample Sup Org	Manager 01 (0252879)	4496 - Cashier	100.00%	Hourly	X21	15.50	0.00%	\$0.00	\$15.50		12/31/2023					Disciplinary Action - Written/Final Employee 2	
Employee 3 (0197654)	VUMC Sample Sup Org (SA12345678)	SA12345678	VUMC Sample Sup Org	Manager 01 (0252879)	3635 - Dietician	100.00%	Salary	29	46,300.00	3.75%	\$1,736.25	\$48,036.25		1/1/2024	Fully Meets Expectations	Annual Employee Performance Evaluation Template: Employee 3				
Employee 4 (0160078)	VUMC Sample Sup Org (SA12345678)	SA12345678	VUMC Sample Sup Org	Manager 01 (0252879)	8590 - Retail Service	100.00%	Hourly	X20	16.38	0.00%	\$0.00	\$16.38		12/31/2023	Fully Meets Expectations	Annual Employee Performance Evaluation Template: Employee 4		Y		
Employee 5 (0188762)	VUMC Sample Sup Org (SA12345678)	SA12345678	VUMC Sample Sup Org	Manager 01 (0252879)	8590 - Retail Service	100.00%	Hourly	X20	16.52	3.75%	\$0.62	\$17.14		12/31/2023	Fully Meets Expectations	Annual Employee Performance Evaluation Template: Employee 5				

- Percent increase** — The amount is either 0% (ineligible) or 3.75% (eligible).
- Effective Date** — 12/31/23 for non-exempt; 1/1/24 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?