



View Annual Increase Statement (People Leaders)

Now that the Workday process is closed, managers and HCM business managers will need to have individual conversations with each staff member prior to Dec. 31, 2024. Use the final daily digest from Workday with a link to print out individual statements for each member of their staff. Use this quick reference guide for instructions on how to print out individual statements for each staff member:

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From Workday:

1. Select **Notifications**.
2. Select **Compensation Review: 2025 VUMC Annual Increase Review**.
3. Find the **Comp Report** name: **View Compensation Review Statements**.
4. Search for **View Compensation Review Statements** in the **Workday search bar**.
5. Select **View Compensation Review Statements**.
6. Select your **Organization**.
7. Select the **checkmark box** to **Include Subordinate Organizations**.
8. Select **Proceed**.

The screenshots illustrate the following steps:

- Step 1:** Selecting the Notifications icon in the top navigation bar.
- Step 2:** Selecting the notification titled "Compensation Review: 2025 VUMC Annual Increase Review".
- Step 3:** Selecting the report "View Compensation Review Statements" from the notification.
- Step 4:** Searching for "View Compensation Review Statements" in the Workday search bar.
- Step 5:** Selecting the "View Compensation Review Statements" report.
- Step 6:** Selecting the organization "VUMC Department 1234 (Holly Wood(1234567) (S123456AA))".
- Step 7:** Checking the "Include Subordinate Organizations" checkbox.
- Step 8:** Clicking the "Proceed" button.



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9
10

Reprint All Statements
Batch Print
Refresh

6 items

Employee	Printed Date	Print Status	Percent Complete	Compensation Review Statement	
Employee 1 (0102578)	11/17/2023 03:21:36 PM	Completed	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Employee 1 (0102578) Retail Service Aide review by compensation review vumc annual increase review 2023.pdf	11 Create Statement
Employee 2 (0538749)					
Employee 3 (0574036)	11/17/2023 03:21:36 PM	Completed	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Employee 3 (0574036) Retail Service Aide review by compensation review vumc annual increase review 2023.pdf	Create New Statement
Employee 4 (7462013)	11/17/2023 03:21:36 PM	Completed	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Employee 4 (7462013) Retail Service Aide review by compensation review vumc annual increase review 2023.pdf	Create New Statement
Employee 5 (0278954)					
Employee 6 (8520149)	11/17/2023 03:21:36 PM	Completed	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Employee 6 (8520149) Retail Service Aide review by compensation review vumc annual increase review 2023.pdf	Create New Statement

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From Workday:

9. Bundles all the statements and you receive a notification to print as one PDF.
10. Takes to a new page—click refresh until “Print Status” shows as complete. Prints all statements as one PDF.
11. Click either to print individual employee statements.