



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, 2023. 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: 2024 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 screenshot illustrates the following steps in the Workday interface:

- Step 1:** The Notifications icon in the top navigation bar is highlighted with a green circle.
- Step 2:** In the Notifications panel, the notification titled "Compensation Review: 2024 VUMC Annual Increase Review" is selected, indicated by a green circle.
- Step 3:** Within the notification details, the report link "Comp Report: View Compensation Review Statements" is highlighted with a green circle.
- Step 4:** The search bar at the top of the "View Compensation Review Statements" page is shown with the search term "View Compensation Review Statements" entered, highlighted with a green circle.
- Step 5:** The "View Compensation Review Statements" report card is highlighted with a green circle.
- Step 6:** In the "Organization(s)" dropdown menu, "VUMC Department 1234 (Holly Wood(1234567)) (S123456AA)" is selected, highlighted with a green circle.
- Step 7:** The "Include Subordinate Organizations" checkbox is checked, highlighted with a green circle.
- Step 8:** The "Proceed" button at the bottom of the page is highlighted with a green circle.



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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%; height: 10px; background-color: blue;"></div> 100%	Employee 1 (0102578) Retail Service Aide review by compensation review vumc annual increase review 2023.pdf	11 Create Statement
Employee 2 (0538749)					Create New Statement
Employee 3 (0574036)	11/17/2023 03:21:36 PM	Completed	<div style="width: 100%; height: 10px; background-color: blue;"></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%; height: 10px; background-color: blue;"></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%; height: 10px; background-color: blue;"></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.