



WORKDAY WORKSHOP: ANNUAL INCREASES FOR MANAGERS

DURATION: 30 MINUTES

- — Topics for today's workshop include
- Timeline, Effective Dates, & Notifications
- Eligibility
- Comp Report: VUMC Manager Annual Increase Review
- Workday Help Case
- Annual Increase Statements

WORKSHOP TOPICS

Always access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)



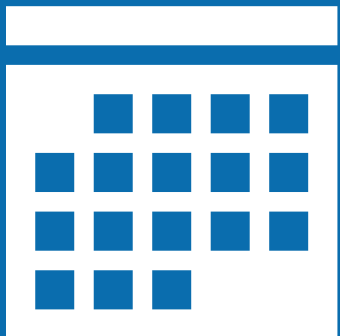


ANNUAL INCREASE DATES & NOTIFICATIONS

2024 Annual Increase

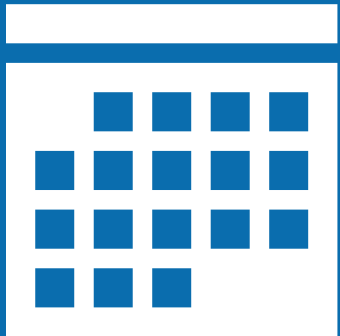
Dates for Annual Increase 2024

Annual Salary Increase Process Timeline



Dates for Annual Increase 2024

- Non-Exempt (Hourly) Staff
 - Effective: Sunday, December 31
 - Paycheck date: January 19
- Exempt Staff
 - Effective: January 1
 - Paycheck date: February 1
- Take action by **5pm** on **December 19th**



Notifications

Workday Notifications

- **Notifications**
 - Will let you know the dates and the report
 - Does not include a link
- **Announcement**
 - At the bottom of the Workday Home Page
 - Click “More” to view
 - Includes a link to the report

WalkMe

- Use the WalkMe menu to run the report



Search on each of the two tabs below: ✕

[? WalkThroughs](#) [? Resources/QRGs](#)

Search Topic or Keyword

- [Costing Allocations](#) >
- [Hiring/Recruiting](#) >
- [Payroll](#) ▾
 - Payroll Accounting Adjustment (PAA) W
 - Annual Increase Review: Managers
- [Purchasing and Receiving](#) >
- [Time Off](#) >
- [Performance Improvement](#) >

powered by [walkme](#)



ELIGIBILITY

2024 Annual Increase

Who is **not** eligible?

- Hire date **after** 11/27/2023
- TempForce, PRN, and Vanderbilt Integrated Partners employees
- Nurse Residents, Interns, and Term Appointments
- Employees covered by VUMC's Collective Bargaining Agreement
- Annual Evaluation: overall rating of "**Below Expectations**"
- Conflict of Interest **not** completed by June 30, 2023
- Annual Compliance training in the Learning Exchange **not** completed by June 30, 2023
- New Hires (July 1- Nov 27) who have **not** completed all new hire Learning Exchange compliance courses
- Employees on a final Performance Improvement Plan or Disciplinary Action within the last 12 months, prior to Dec 19
- Employees on a written Performance Improvement Plan or Disciplinary Action within the last 12 months prior to Dec 19 are not automatically eligible



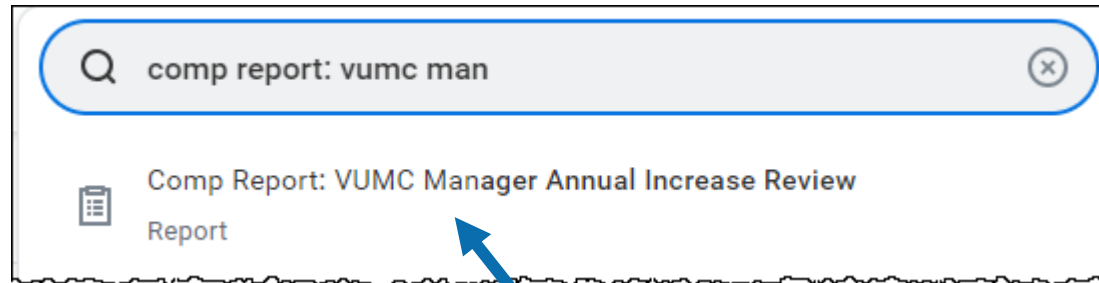


COMP REPORT: VUMC MANAGER ANNUAL INCREASE REVIEW

2024 Annual Increase

Comp Report: VUMC Manager Annual Increase Review

- Search and select the report in Workday



- *Note: Links are also available from the Workday Announcement or WalkMe*

Comp Report: VUMC Manager Annual Increase Review

Comp Report: VUMC Manager Annual Increase Review

Employee

Compensation Review Process *

Supervisory Organization

Include Subordinate Organizations

Comp Report: VUMC Manager Annual Increase Review

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				



WORKDAY HELP CASE

2024 Annual Increase

Workday Help Case

Menu

Apps Shortcuts

Your Saved Order

Manager Hub

Help

STILL NEED HELP?

Create a case to get support from a specialist.

Create Case

Case Type*

Select the most relevant case type

COMPENSATION (1)

Annual Increase
Please provide employee ID(s) in the Detailed Description section below.

EMPLOYEE RELATIONS (6)

Discrimination

Create Case

Create For*

Stanley Cupp (0111111) x

This person will get all notifications about this case

Case Type*

Annual Increase x

This helps us route your case

Case Title*

Provide a short title for your case

Detailed Description

Provide as much detail as possible to help speed up resolution



! You must add required details before creating your case

Add Required Details

Please provide the following employee information:

1. Employee ID
2. Employee First Name
3. Employee Last Name



ANNUAL INCREASE STATEMENTS

2024 Annual Increase

Annual Increase Statement

Announcements



VUMC Annual Increase Statements

Annual increase statements are available to view and p...

View Compensation Review Statements

Organization(s) *

Include Subordinate Organizations

Completed Compensation Review Process (empty)

[Proceed](#) [Cancel](#)

Annual Increase Statement


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="background-color: #007bff; height: 10px;"></div></div> 100%	 Employee 1 (0102578) Retail Service Aide review by compensation review vumc annual increase review 2023.pdf	Create New Statement
Employee 2 (0538749)					
Employee 3 (0574036)	11/17/2023 03:21:36 PM	Completed	<div style="width: 100%;"><div style="background-color: #007bff; height: 10px;"></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="background-color: #007bff; height: 10px;"></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="background-color: #007bff; height: 10px;"></div></div> 100%	 Employee 6 (8520149) Retail Service Aide review by compensation review vumc annual increase review 2023.pdf	Create New Statement



Annual Increase Statement

VUMC Annual Increase Review

Employee Name
Address 1
City, State Zip

Organization	VUMC Sample Sup Org(Stanley Cupp (0111111)) (SA12345678)	Time Type	Full time
Job Title	Job Title	Full Time Equivalent	90.00%
Business Title	Business Title	Hire Date	5/1/2023
Job Profile	4496 - Job Profile	Employee Types	Regular

Annual Increase Details

Effective Date	Old Base Pay	New Base Pay	% Increase
12/31/2023	26.12 USD	27.10 USD	3.75%

Base Pay Over Time



Effective Date	New Base Pay
01/01/2023	26.12 USD
12/31/2023	27.10 USD



Questions?

Thank you!