

<u>Question</u>	<u>Answer</u>
Know this may be addressed at some point, but want to ask before I forget... Will faculty be included in this process?	Faculty are not in this process and are handled by each department
The wording in the Dec 5th email stated that employees in a Written step, who managers felt should be eligible for an increase, should contact their HRBP. Is it recommended that a department make this decision as a whole or analyze each individual case based on employee improvement, etc.?	This should be individual and case by case basis
Do the staff get notification once the manager has done their part?	No the employee doesn't receive a notification in Workday.
If a staff member has a final disciplinary action started in 2022 but the 12 month period ended in 2023, are they eligible?	This eligibility is based on the effective date. If the effective date of the final was Oct 1, 2022 they are eligible for the increase.
If employees transfer from one department to another within Vandy (lateral move) after 11/27, will they still get the increase?	Yes they will receive the increase
Which cohorts of nurse residents are excluded?	All Nurse Residents are paid the same rate during their residency. They receive an increase when complete their residency
Does an internal employee that gets a promotion after 11/27 qualify?	Yes they qualify for the increase.
How do we find the name and contact of our HRBP?	
How do you find out if the employee has completed the Learning Exchange compliance?	This will show in the report as a blank. The non-compliant will be Y

<p>If you have a staff member who their title is changing due to transferring to a different department after 11/27/23 are they not eligible for the increase ?</p>	<p>Employees transferring will be eligible as long as all other criteria is met</p>
<p>What about employees that were not Flu compliant by 12/1? In the past, this was on the list of things that had to be done to receive the annual merit increase.</p>	<p>Flu compliance is not part of the eligibility for the annual increase.</p>
<p>are both managers AND the HCM Business Mgr going to be asked to run the reports? Trying to be sure we communicate if 2 people are reviewing the same list of employees...</p>	<p>Both aren't required and at least 1.</p>
<p>Can an employee make up learning exchange or COI in order to be eligible? Even if it is after 6/30/23?</p>	<p>This is no longer available to complete as they now must complete current fiscal year requirements</p>
<p>If a staff member was hired in June 2023 and completed their compliance requirements by the end of orientation BUT NOT before 6/30/23, will they be eligible?</p>	<p>Yes they will be eligible</p>
<p>I have an employee who is scheduled to transfer from a different department on January 1, 2024 (after the increase review has been done), and the employee's salary will increase once transferred. What is the best way for me to ensure the employee receives the 3.75% increase based on the new, higher salary rather than the current, lower salary tied to her current position?</p>	<p>I would suggest that you look at their rate in Workday to see if it includes the 3.75 in addition to the promotional increase. If questions, please check with your HRBP</p>
<p>If the HRBP and manager approve the increase for someone in a Written Step, does the HRBP update it in Workday, or does the manager have any requirements for this process?</p>	<p>The manager will need to submit a case in Workday noting the reason, which HRBP worked with and the request to give the increase</p>

If no issue with the report, is there anything for a manager to do?	If all is good, no action is needed.
So, we are expected to print and send out each individual statement for all employees?	This isn't a requirement and recommend leaders have conversations with their team.
HOW DO WE ENSURE WE HAVE ACCESS TO THE REPORTS	Managers and HCM business managers will have access
Will the base pay graph show their entire time at Vandy or since WD implementation	The data in Workday is what is available. This should be what data was upon WD implementation and what has happened since then. As we go forward, more history will be available
What roles can print statements?	Supervisory org manager and HCM business manager
Is this live session being recorded so we can go back and review for when we start doing these steps next week ?	Yes, this is being recorded and saved to the training hub
If a Case is created to provide the increase to someone who is marked ineligible, is there a deadline to submit these Cases if the deadline for approval is 12/19?	Please submit the case by 12/19
apologize if this was already stated, but this full presentation will be available as a recording, right?	yes
When will letters be ready to be printed? 12/20?	You will receive a communication when they are ready
Are PRN employees eligible?	No, PRN arent eligible.
If report looks good, no action needs to be taken?	That is correct
does "below expectations" equal partially/inconsistently meet expectations as a rating?	Below Expectations is not eligible.

What if we have a manager on FMLA will this task be available for the designee?	My understanding is that this may not be a delegate task, but the manager's manager will have access
When will the presentation be sent out?	This will be available on the Training Hub later today.