Attachment III

Directions on How to Schedule “Proposed Merit Increase Report for FY2018 R0535” to be run from Workday

In the Workday search bar type “Schedule a Report” and select that task

Search for report “Proposed Merit Increase Report for FY2018 R0535” and for the Run Frequency select “Run Now”
For the prompts type in your supervisory organization in the “Value” column. Be sure to select the highest level supervisory organization for your department.

In the next row check “Include Subordinate Organizations”

Then check the box in the row for the population for which you want to run the report.

Then select OK. The process monitor screen will show next.
When the report has completed it will show up near your cloud icon and name on the top far right.
Click on the link and the report will open into Excel.
You must “Enable Editing” on the spreadsheet on then the columns will populate with the data. The merged data will be on the “Proposed Merit Increase Report” tab with the formulas to adjust merit percentages. Source data on the second tab.
### Proposed Merit Increase Report for FY2018

#### Spreadsheet Key:
- **Workday Data:** Data from Report
- **Unit to Enter:** Unit Based Code

#### Other Key Messages:
- The preliminary version of the merit report will be available to run directly out of Workday.
- The report will be based on supervisory organization but include academic unit.
- If a worker has two positions in different supervisory organizations, they will appear in both supervisory organization reports and the report will include both positions (and distinct information for those positions).
- The report will include only merit eligible job profiles.
- Compensation information is based on full-time rates.
- The Workday data represents converted legacy data plus changes in Workday to date. This data should be reviewed carefully to ensure accuracy. If there are questions about data please contact the SIC.
- As the data has been converted from the legacy system plus there have been changes in Workday data to date the Position Start Date may not accurately reflect the actual position start date.

#### Columns on the spreadsheet can be expanded to view the entire content of the cell.