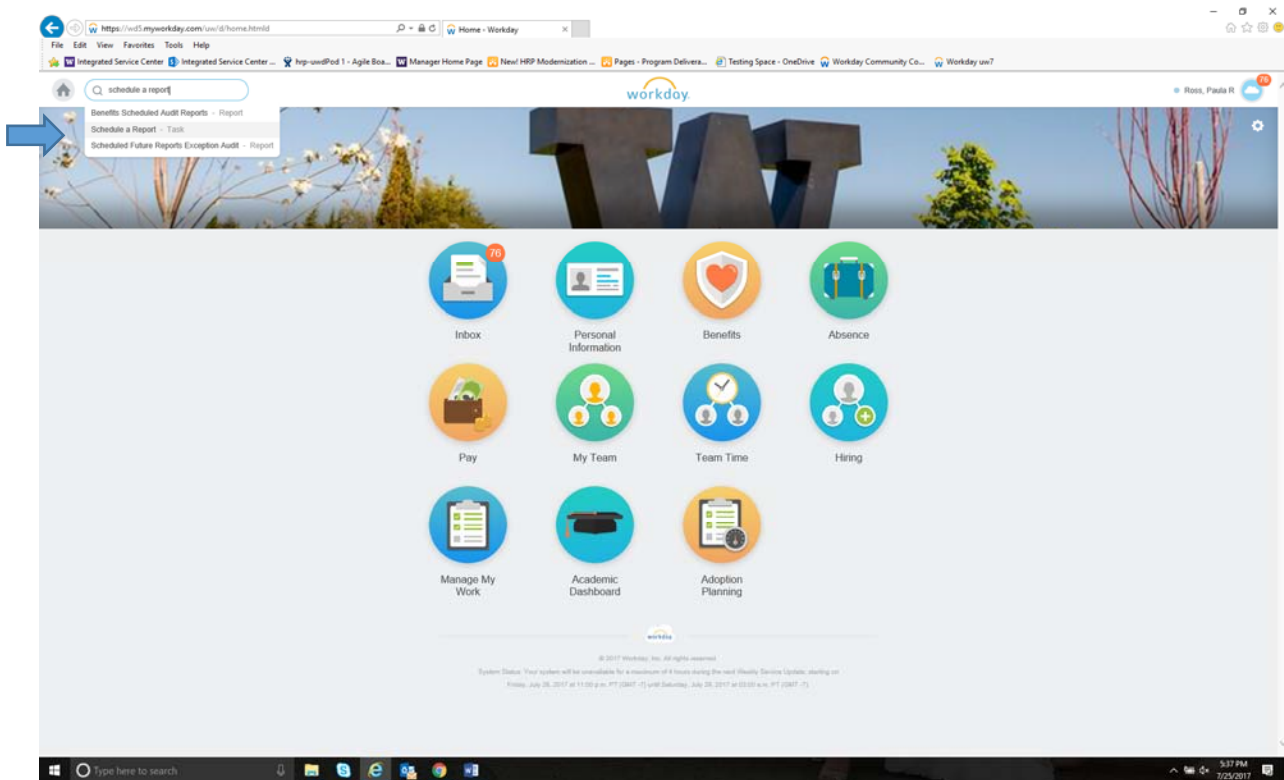


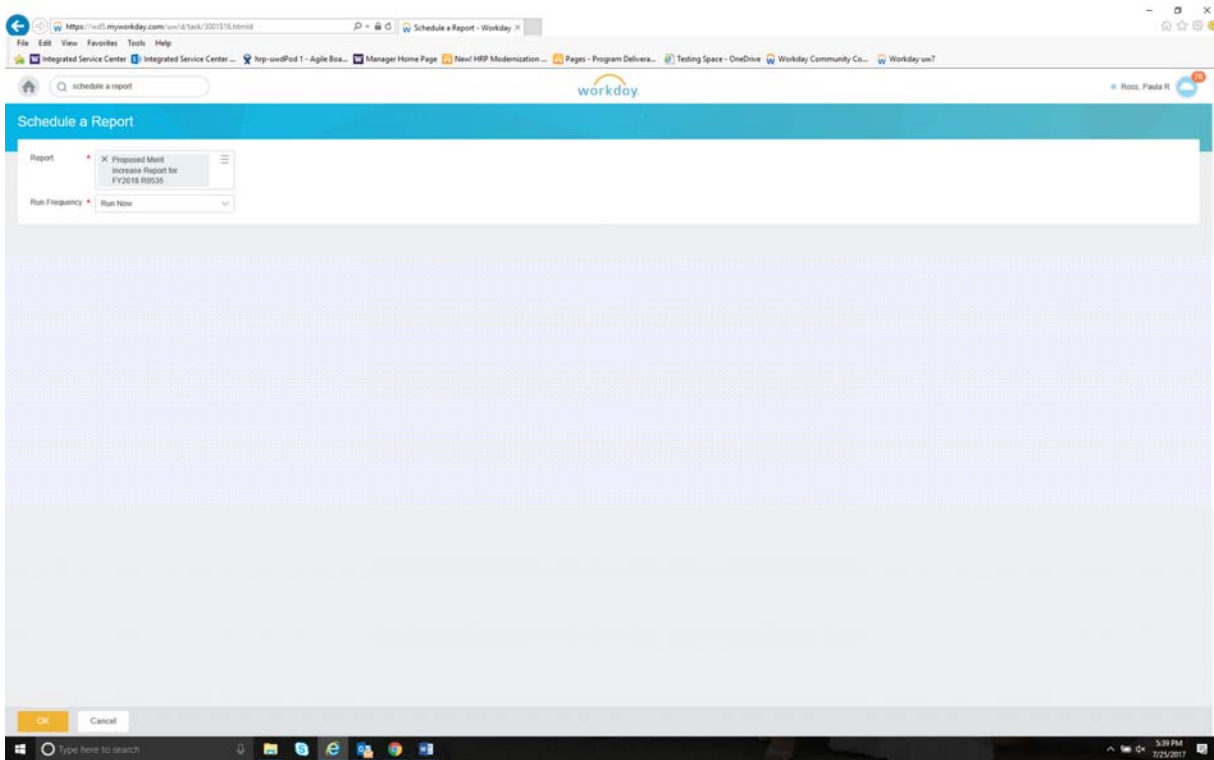
Attachment III

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



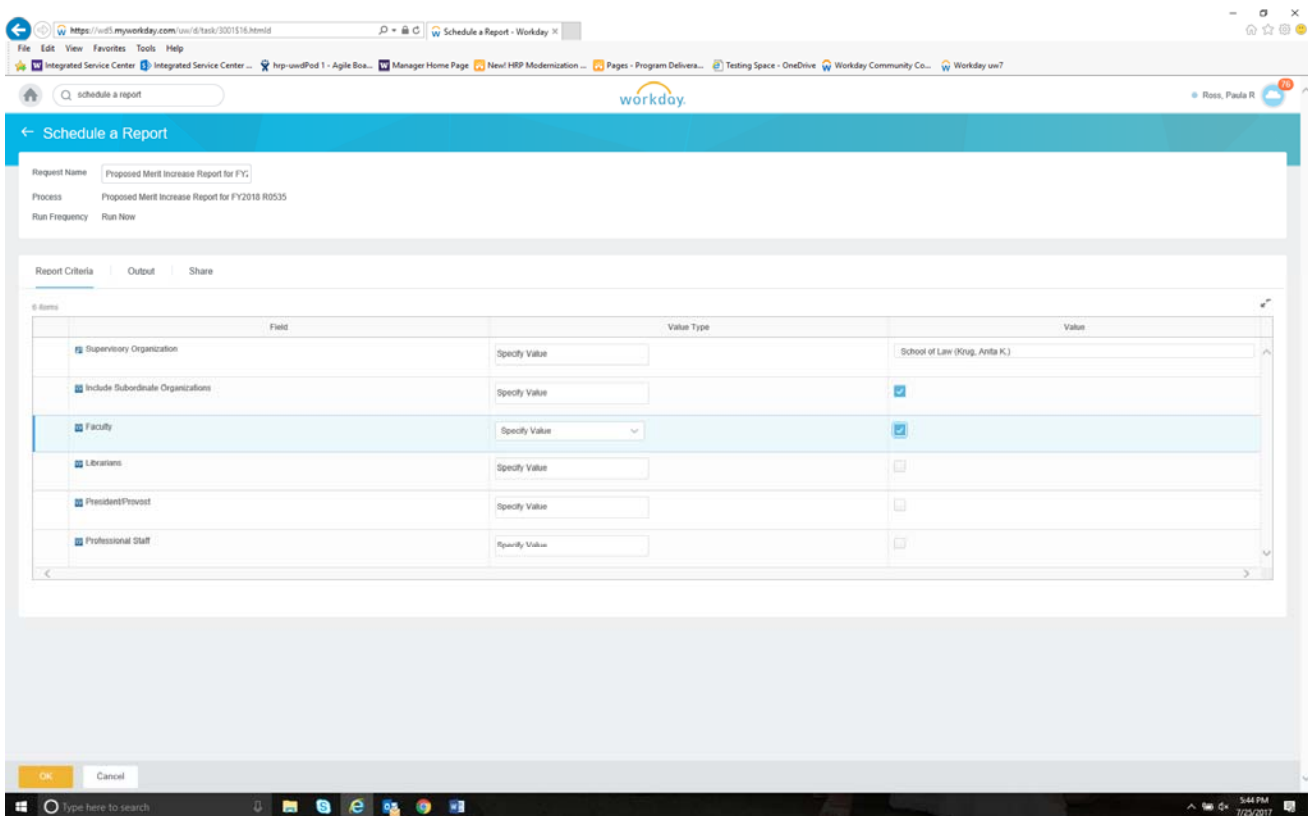
Search for report “Proposed Merit Increase Report for FY2018 R0535” and for the Run Frequency select “Run Now”



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.

The screenshot shows a web browser window with the URL <https://wd5.myworkday.com/uw/6/task/2001516.html>. The page title is "View Background Process Proposed Merit Increase Report for FY2018 R0535".

Process details:

- Process: Proposed Merit Increase Report for FY2018 R0535
- Request Name: Proposed Merit Increase Report for FY2018 R0535
- Status: Processing
- Percent Complete: 25.00%
- Current Processing Time (hour:min:sec): 00:00:00

Report Criteria:

Field	Value
Supervisory Organization	School of Law (00ug, Anita K.)
Include Subordinate Organizations	Yes
Faculty	Yes
Librarians	
President/Provost	
Professional Staff	

When the report has completed it will show up near your cloud icon and name on the top far right.

The screenshot shows a Workday web interface. At the top, there's a navigation bar with the Workday logo and user information for 'Ross, Paula R'. Below this is a header for the 'View Background Process' page, specifically for the 'Proposed Merit Increase Report for FY2018 R0535'. A progress indicator shows the process is 'Processing' and is 25.00% complete. Below the progress bar, there are tabs for 'Report Criteria', 'Process Info', 'Output Files (0)', 'Messages (0)', and 'Child Processes (1)'. The 'Report Criteria' tab is active, displaying a table with the following data:

Field	Value
Supervisory Organization	School of Law (00ug, Anita K.)
Include Subordinate Organizations	Yes
Faculty	Yes
Librarians	
President/Provost	
Professional Staff	

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 R0535.xlsx [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do... Sign in Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

E17 Academic Personnel Category

1 PROPOSED MERIT INCREASE REPORT FOR FY2018

2 PLEASE NOTE THIS A PRELIMINARY VERSION OF THE REPORT FOR MERIT PLANNING PURPOSES.

3 THE FINAL VERSION OF THE REPORT WILL BE COMPLETED BY AUGUST 8, 2017

4

5 **Other Key Messages:**

6 - The preliminary version of the merit report will be available to run directly out of Workday

7 - The merit report will be based on supervisory organization but include academic unit

8 - If a worker has two positions in two different supervisory organizations – they will appear in both supervisory organization reports and the report will include both positions (and distinct information for those positions)

9 - The report will include only merit eligible job profiles

10 - Compensation information is based on full-time rates

11 - Worker is the preferred name of the employee

12 - Compensation information is based on full-time rates

13 - 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 ISC.

14 - 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

15 - Columns on the spreadsheet can be expanded to view the entire content of the cell

16

Employee ID	Worker	Position ID	Employment Program	Academic Personnel Category	Job Code	Academic Unit	Job Profile	Supervisory Organization	Position Start Date	Service Period	Roster FTE (not applicable to Professional Staff)
18	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
19	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
20	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
21	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
22	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
23	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
24	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
25	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
26	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-
27	0	0	0	0	0	0.00	0	0	1/0/1900	0.0	-

Proposed Merit Increase Report Workday Data