

Merit and Faculty Unit Adjustment Process

Frequently Asked Questions

Increases Effective: September 1, 2018

Last updated May 18, 2018

Q1:	What are the key differences between the process this year and last year?
A1:	<p>The main differences to this year's process are:</p> <ul style="list-style-type: none"> • There is a longer pre-merit data validation period (5/29 - 7/31). There is also a new report for pre-merit validation (R0536 Merit Data Audit Report). • The Restricted Entry Periods are layered in order to allow data entry to remain open for as long as possible. • The merit spreadsheet and reports have been updated to provide a more compact view and user-friendly experience. • This year's process includes unit adjustment recommendations for faculty.
Q2:	Why is the restricted entry period so long this year?
A2:	<p>There are two adjacent restricted entry periods this year. The first period from 5/29 to 7/31 will only restrict selected transactions effective-dated 9/01 or later. The second period from 8/01 to the close of the merit process will restrict additional types of Workday transactions, regardless of effective-date. The purpose of the restrictions is to maintain the integrity of merit data and avoid compensation changes which may conflict with merit and unit adjustments.</p>
Q3:	How are 9/16 Faculty Promotions being handled this year? Will it be similar to last year?
A3:	<p>9/16 Faculty Promotions, and 10/01 Faculty Unit Adjustments (2017-18 Cycle 3), will be loaded into Workday via EIB (similar to last year) by Academic Personnel and the ISC after merit adjustments have been loaded successfully into Workday. Academic Personnel will be sending detailed communications related to these processes in the coming weeks.</p>
Q4:	If an allowance in Workday has an end date in August as a result of a previously approved process, will that cause in-flight issues?
A4:	<p>No. See the Matrix of Restricted Actions on page 4 of the process guide for restricted business processes. The ISC will work with the units to resolve any in-flight transactions in the weeks leading up to the merit load.</p>
Q5:	If an employee's allowance (TPI, ADS, etc.) needs to end during the restricted entry period but it is not ended, this will result in an overpayment. What can a department do in this situation to avoid overpayment?
A5:	<p>Except for Practice Plan, allowances can be ended at any time even during the restricted entry period.</p>

Q6:	Are there job profiles which are not affected by the restricted entry period?
A6:	Yes. There are a number of academic personnel and professional staff job profiles that are not part of the merit process and not subject to the restricted entry period. Page 9 of the process guide has a list of job profiles that not included in the merit process.
Q7:	If a professional staff job profile is excluded from the merit process can they receive a merit increase?
A7:	Employees in professional staff temporary positions such as in job codes 11650, 11655, 19650 and 11850, or on employment contracts and in job codes 11700, 11763 or 11764 are not eligible for merit through the merit process. However, if a department wants to make a salary adjustment for an employee in one of these job profiles, they need to request a compensation change in Workday.
Q8:	Are classified staff, academic student employees (ASEs), postdoctoral trainees, and hourly workers subject to the restricted entry period?
A8:	No. Classified staff, academic student employees (ASEs), postdoctoral trainees, and hourly workers are not subject to the restricted entry period.
Q9:	If an employee received a promotion, in-grade or some other pay change that precludes them from merit, why is there a restricted entry period for them?
A9:	Restrictions on Workday transactions are applied at the job profile level, not at the individual employee level.
Q10:	Can new hires be processed in Workday during the restricted entry period?
A10:	Yes.
Q11:	What if I have a transaction that is part of UWHires - are these included in the restricted entry period?
A11:	There are no restrictions to transactions that are initiated in UWHires.
Q12:	If a current UW professional staff employee accepts a new professional staff position within the restricted entry period, can the transaction proceed? And can it include a pay increase?
A12:	Yes to both questions, as long as the change is initiated in UWHires.
Q13:	Can departments initiate termination actions in Workday during the restricted entry period?
A13:	Yes.

Q14:	I have an employee who has two positions, one in my supervisory organization, and one in a supervisory organization that does not report to me. Which supervisory organization report will this employee show up on?
A14:	Employees with positions in two different supervisory organizations will appear in both supervisory organization reports, but only the applicable position for the supervisory organization will show in each report.
Q15:	I have a faculty member with one position in Workday, but with a joint academic appointment in another academic unit. How should I submit their merit and/or unit adjustment?
A15:	When a faculty member has one position in Workday, but has a joint academic appointment in another academic unit, it is the “primary” academic unit’s responsibility to propose the merit and/or unit adjustment increase via the merit spreadsheet, after conferring with the other academic unit as needed.
Q16:	Can a professional staff employee receive an in-grade increase after the merit process has been completed?
A16:	Yes, so long as the request meets one of the acceptable reasons for an in-grade increase. In-grade requests must be approved by the dean, vice president or their designee and need to be requested via a compensation change
Q17:	I have a faculty member on Summer Hiatus, but they will be returning to active status effective September 1, 2018. Can I change the end date of their hiatus during the restricted entry period?
A17:	Yes. There is no restriction around returning an employee from Summer Hiatus or another type of leave. Please note that other actions which may relate to a return from leave, such as an FTE change, may be subject to the restriction rules.