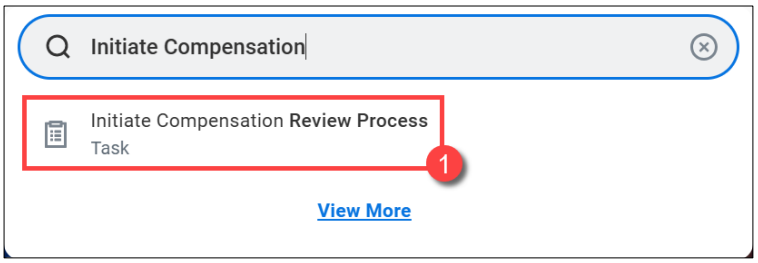
# INITIATE COMPENSATION REVIEW PROCESS (MERIT)

## Workday Job Aid for Leaders or Back Office

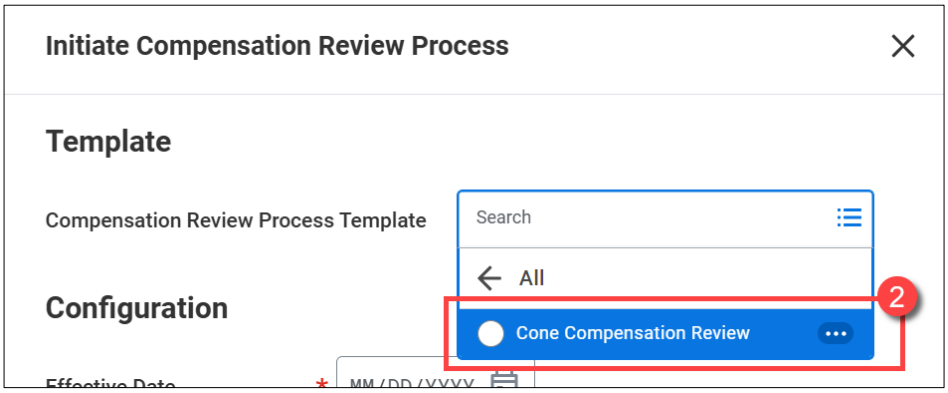
The following job aid explains how to initiate the compensation review process as a Leader or Back Office role. The compensation review process pulls the merit and bonus plans that already have a grade configuration. Compensation reviews enable to plan for merit increases to base pay, including promotions, allowances, and lump sum awards. This process can take between one and two weeks to complete.

## Initiating Compensation Review Process for Merit Increases

1. Search for and access the **Initiate Compensation Review Process** task. The **Initiate Compensation Review Process** pop-up window displays.



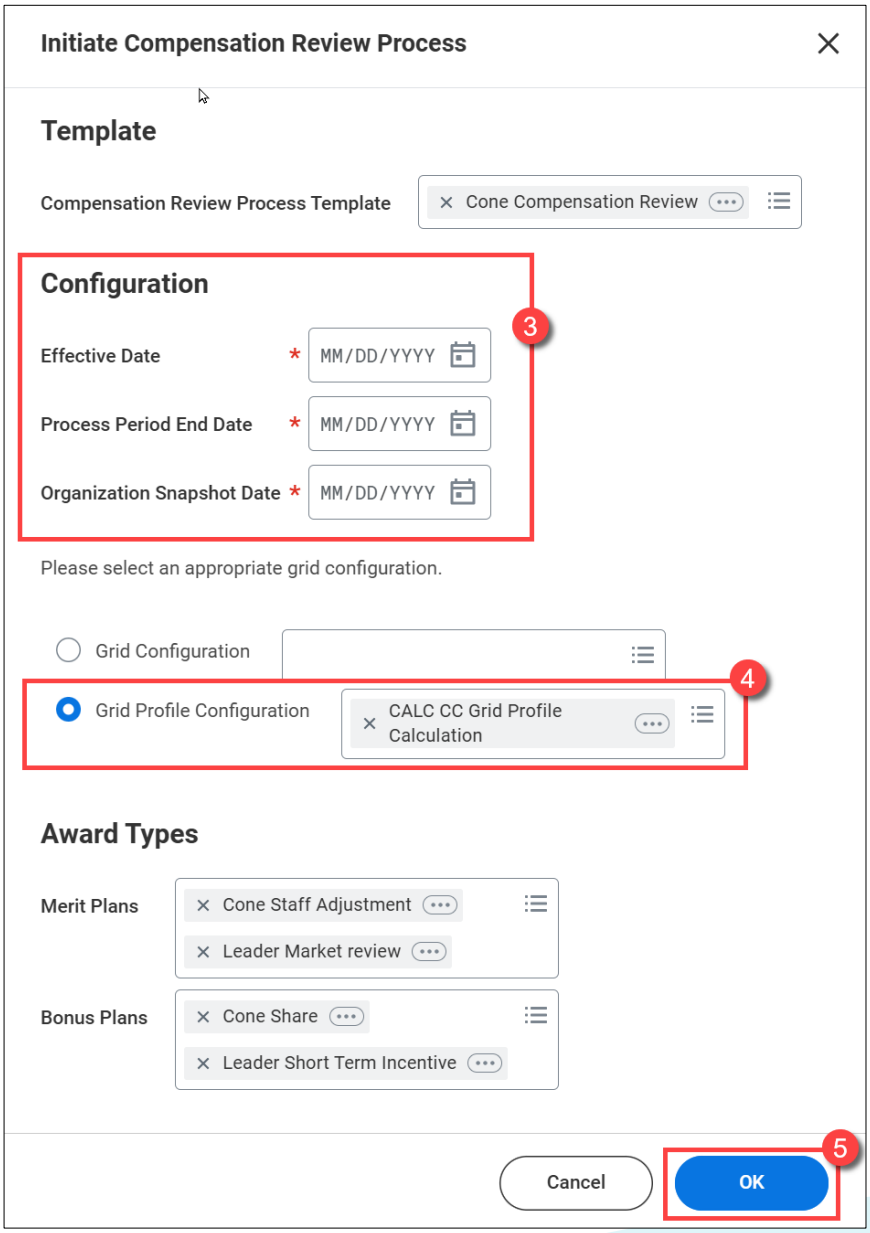

2. Select the **All > Cone Compensation Review** template from the drop-down menu option.



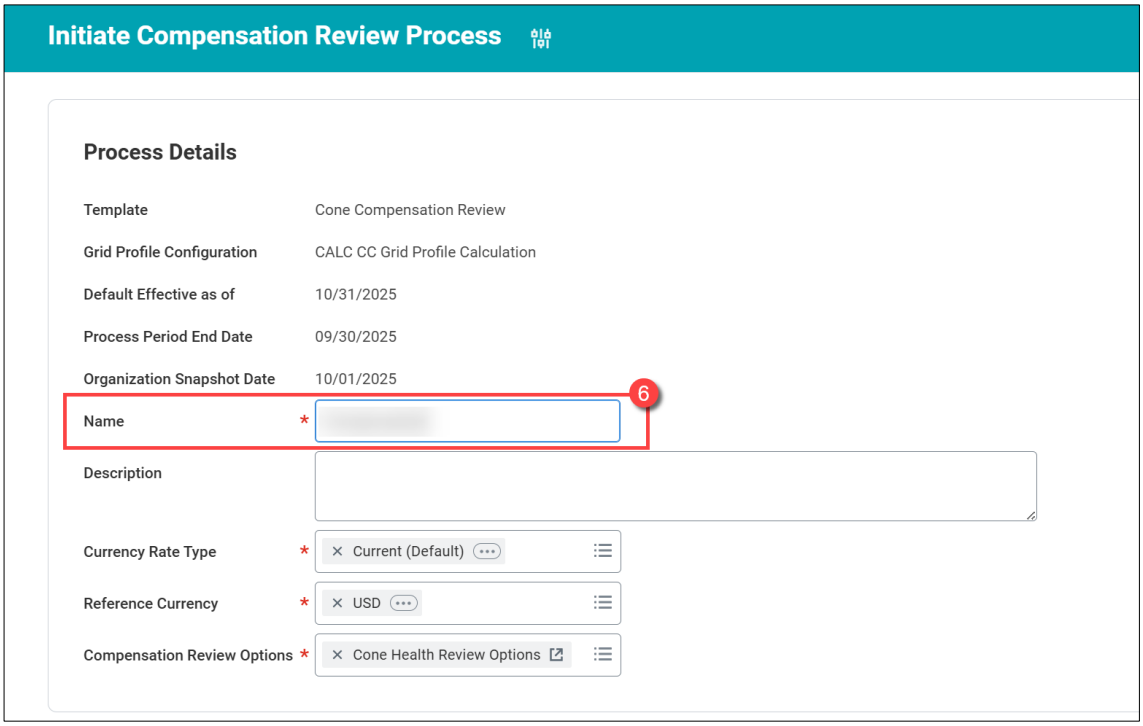
3. Complete the following configure process date fields:
   a) **Effective Date:** Effective date determines when base pay changes and bonus awards take effect.
   b) **Process Period End Date:** Sets the date for employee eligibility, proration calculations, and performance ratings and for when the payments will take effect.
   c) **Organization Snapshot Date:** Defines the organizations and hierarchical structure for the review process at this date and time.

4. The **Grid Profile Configuration** radio button automatically defaults with the relevant calculation selection that includes all pertinent allowances, one-time payments, adjustments, promotions, bonuses, and stock plans, and the Award Types Merits or Bonus plans display.

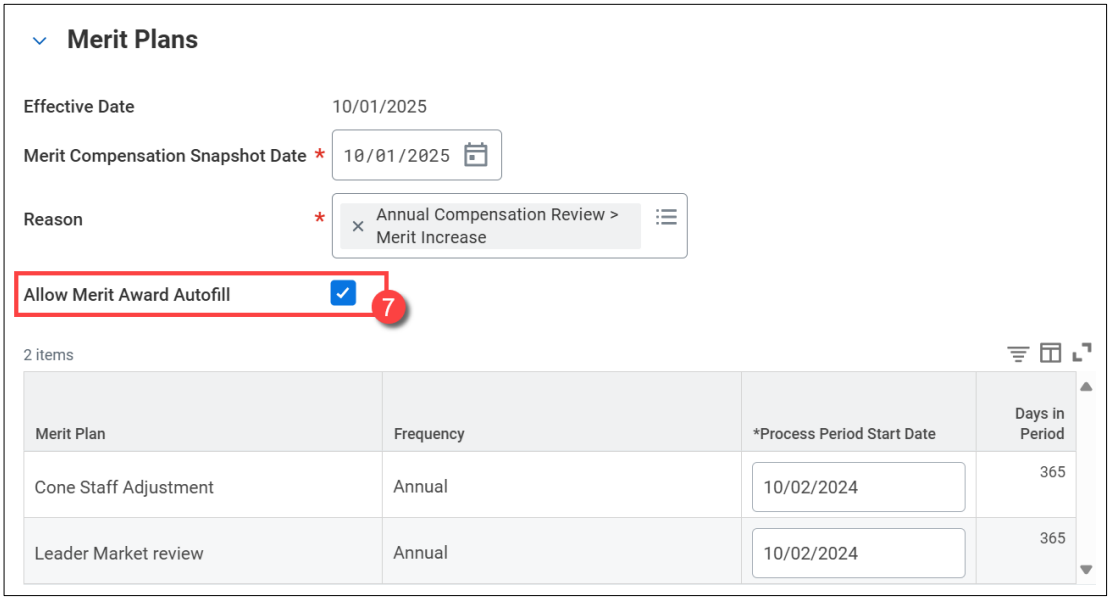
5. Click **OK**. The **Process Details** displays for review.



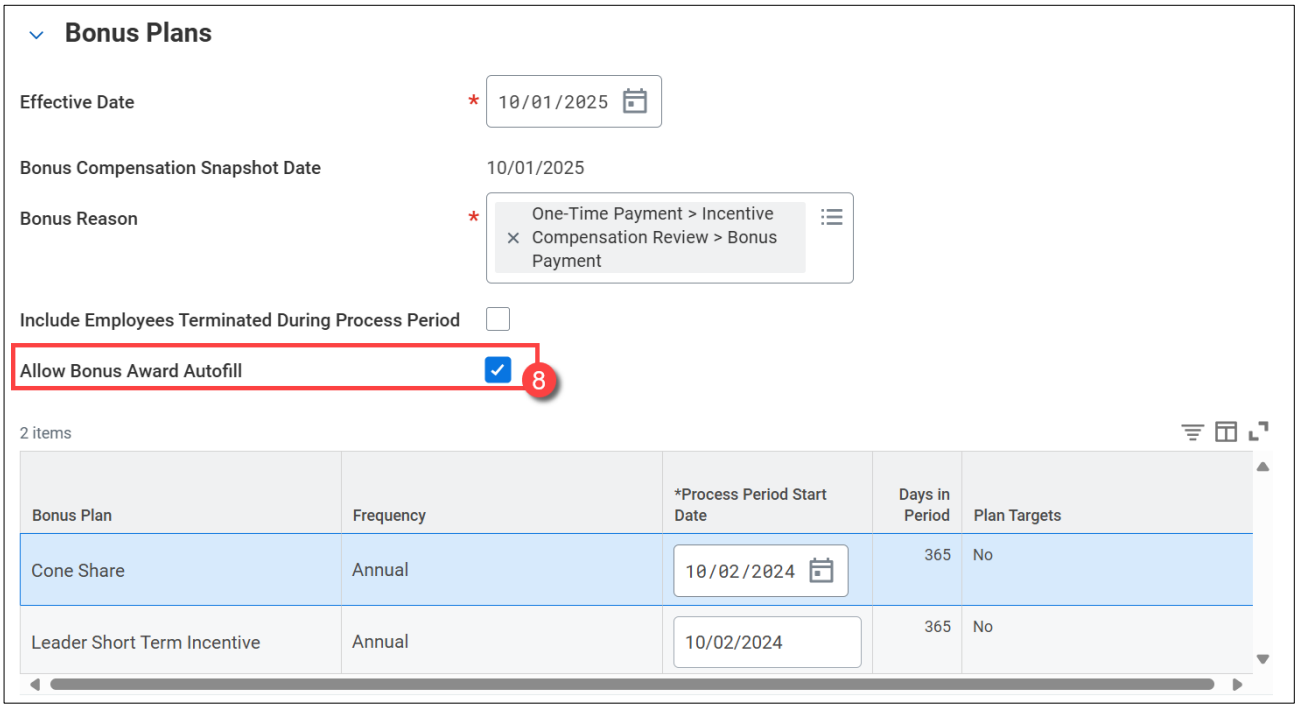
6. Add the **Name** of the employee. The **Description** field is optional. The system automatically completes all other required fields in this section. Scroll down to the **Merit Plans**.



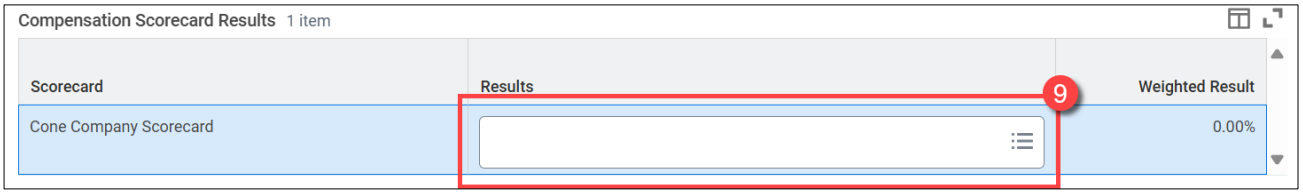

7. Select the **Allow Merit Award Autofill** checkbox. This will allow to auto-complete up to 100 employees with the same **Merit Plan** and individually adjust only those employees that require changes. The **Merit Compensation Snapshot Date** defaults to the **Process Period End Date.** This can be edited but it is not recommended. Scroll down to the **Bonus Plans**.



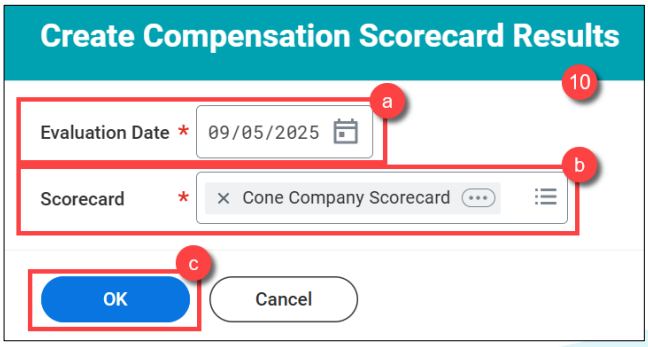
8. Select the **Allow Bonus Award Autofill** checkbox. This will allow to auto-complete up to 100 employees with the same **Bonus Plan** and individually adjust only those employees that require changes.



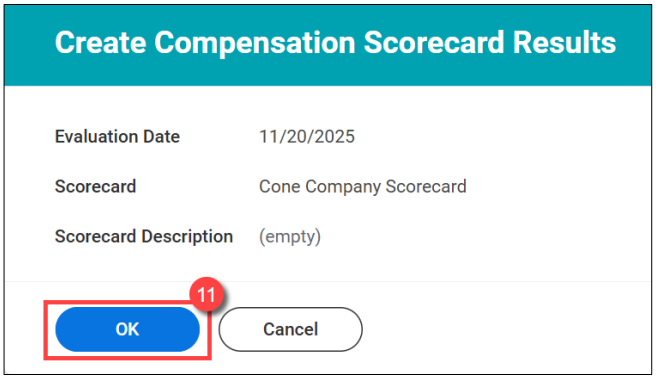

9. Under the **Compensation Scorecards Results** click the drop-down menu icon and select the **Create Compensation Scorecard Results.**




10. The **Create Compensation Scorecard Results** screen displays:
    a) Selest the **Evaluation Date**.
    b) Select the **Cone Company Scorecard**.
    c) Click **OK**.

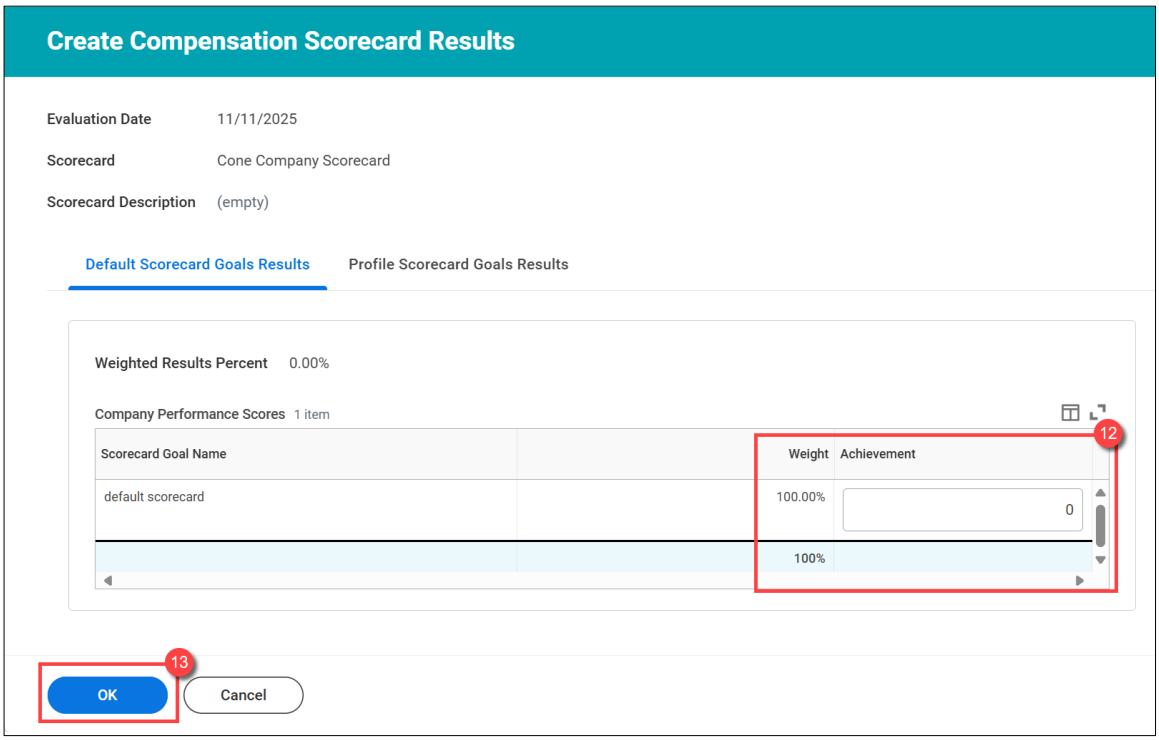


11. Click **OK** again to confirm the **Create Compensation Scorecard Results.**




12. Enter the percentage **Weight Achievement** the company obtained during the year the employee is being compensated. The system will calculate the percentage appropriately. For example: If an employee has $1000 as a maximum bonus and the company achieved 90% profit, then the employee would get 90% of the $1,000. The system would adjust the award to $900.

13. Click **OK** again.

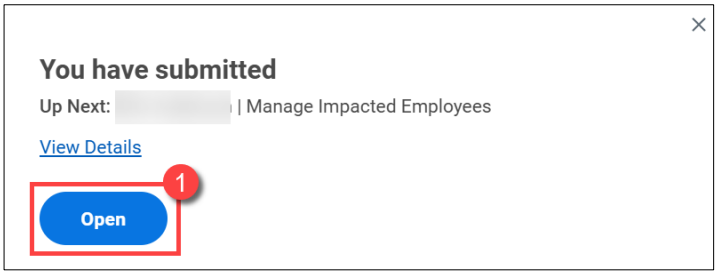


## Manage Impacted Employees

Some employees may be in the middle of an ad-hoc compensation events such as (job changes, termination, etc.) that may impede the previous process from going through. To ensure all employees get the **Performance Review**, administrators must perform the **Manage Impacted Employees** task.

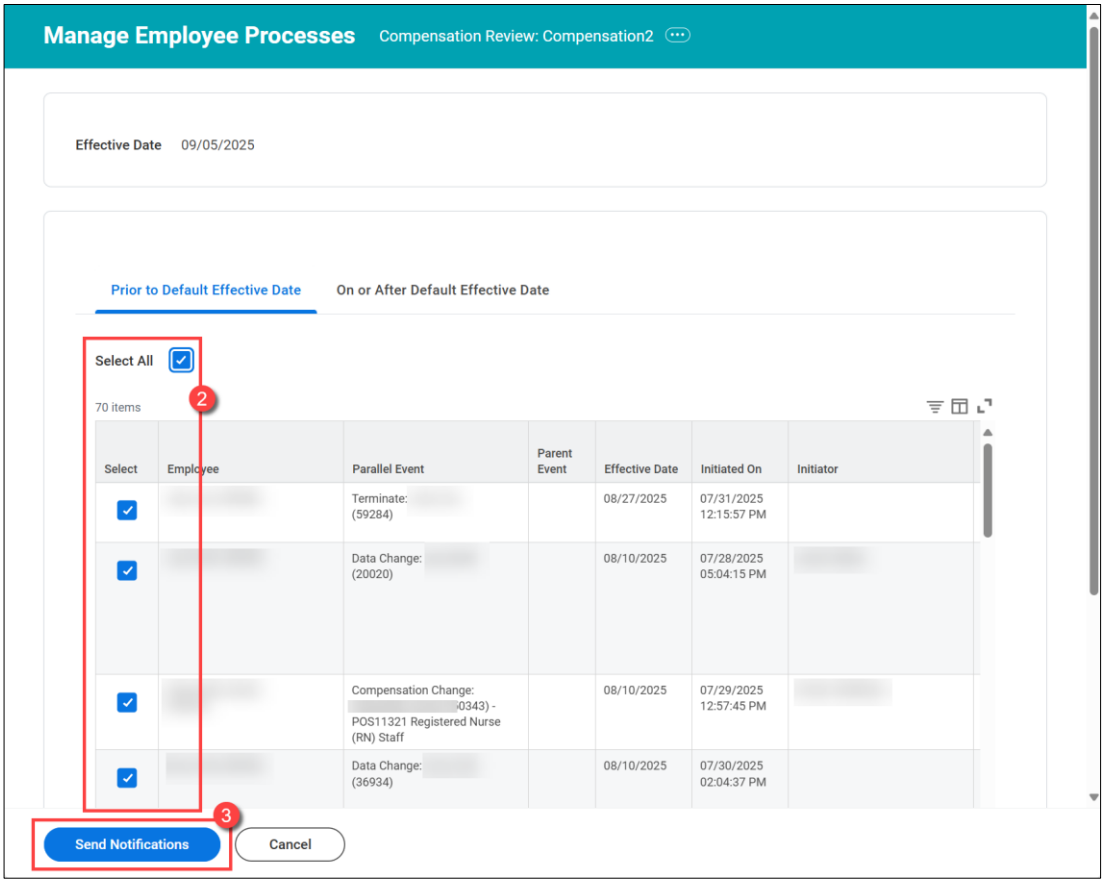
This process identifies these conflicting events and allow the administrators to send a notification via email to the responsible party by selecting all or individual employees from a list.

1. Select **Open** from the **You have submitted** warning or alternatively select **Manage Employee Processes** from the **My Tasks > All Items** inbox.




2. **Select All** employees or select individual checkboxes

3. Click **Send Notifications**.

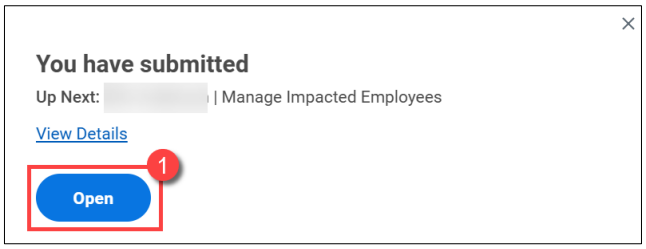


## Finalize Process

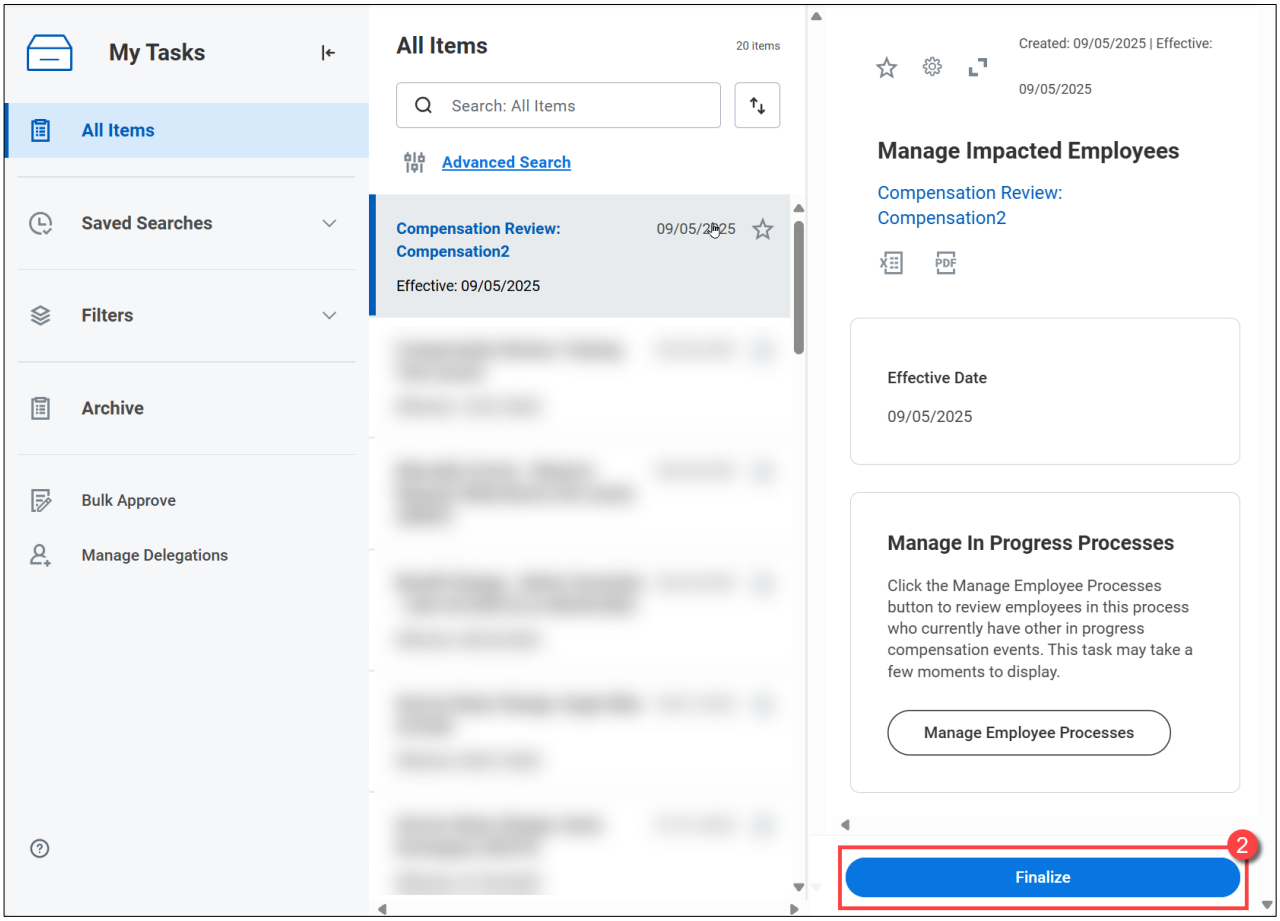
Some employees may be in the middle of an ad-hoc compensation events such as (job changes, termination, etc.) that may impede the previous process from going through. To ensure all employees get the **Performance Review**, administrators must perform the **Manage Impacted Employees** task.

This process identifies these conflicting events and allow the administrators to send a notification via email to the responsible party by selecting all or individual employees from a list.

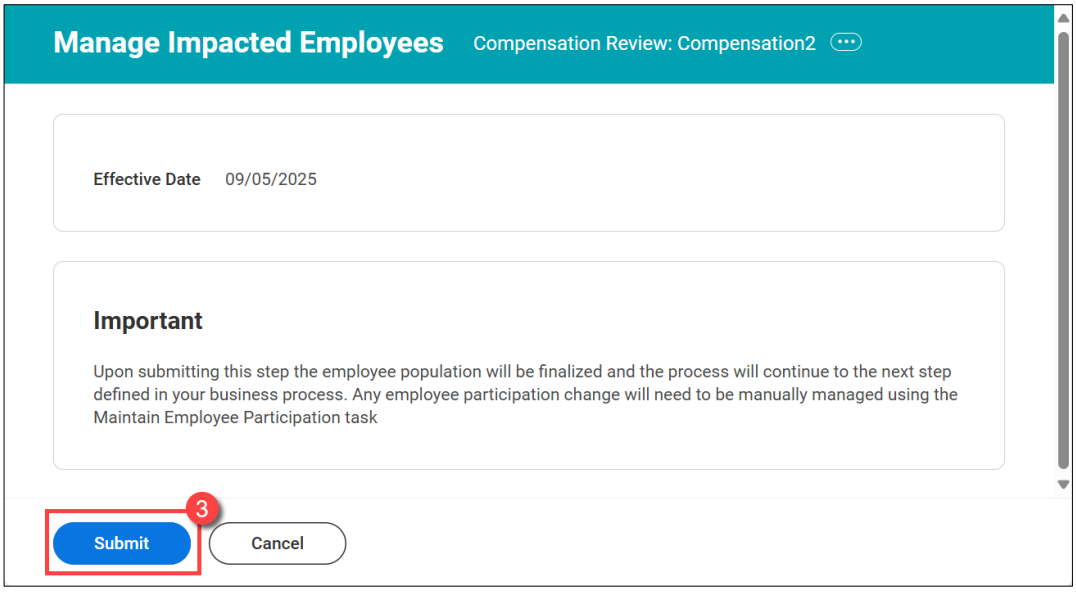
1. Select **Open** from the **You have submitted** warning or alternatively select **Manage Employee Processes** from the **My Tasks > All Items** inbox.



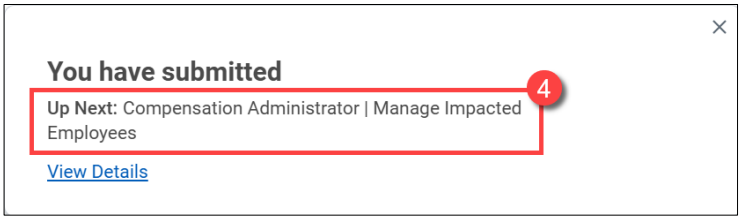
2. From the My Tasks, find the Compensation item and click **Finalize.**




3. Click **Submit** to confirm that the **Compensation Review Process** continues.



4. The **You have submitted** warning displays the next step in the process.

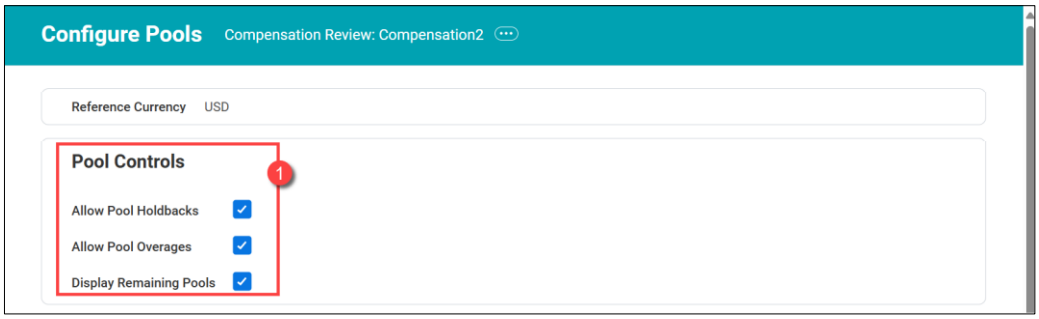


## Configure Pools

Now the system has calculated all the workers in the pool, their base pay, the amount available for the bonus and merit awards and multiplies it by the target percent, finally provide then sums for all workers in the organization and the total eligible earnings.

1. The **Pool Controls** default to all selected. When these checkboxes are selected it allows for rounding numbers and leaving some amount of money to use later.

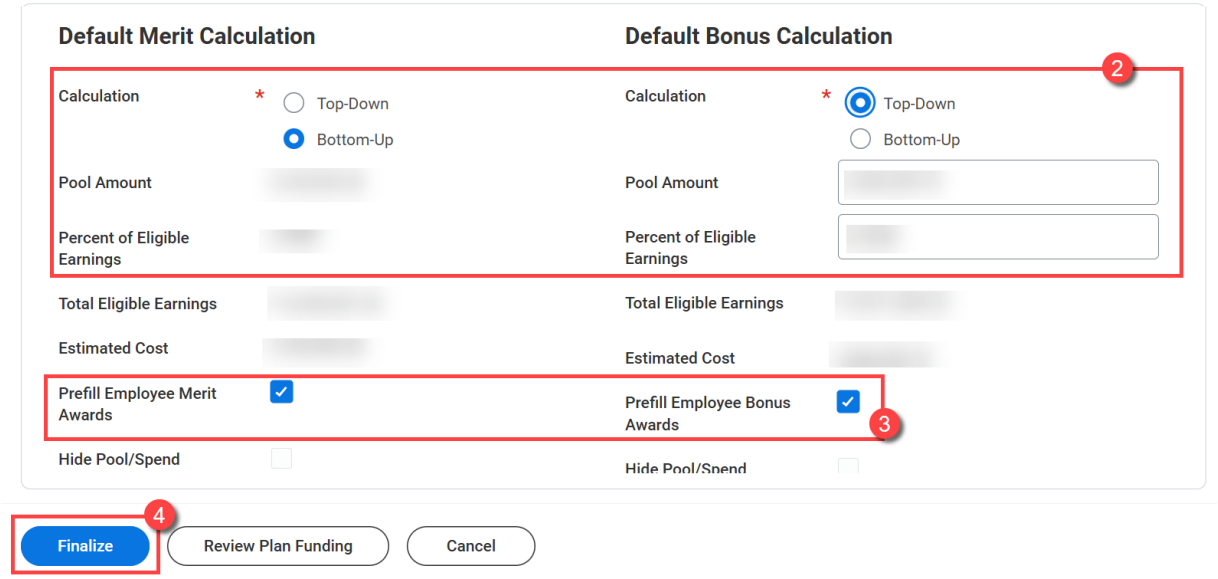
    - **Allow for Holdbacks and Overages** are available to enable less than 100% of pool amounts and overages for awarding more than the assigned pool amount to a particular employee.
    - **Display Remaining Pools** display the total money on holdbacks and overages.



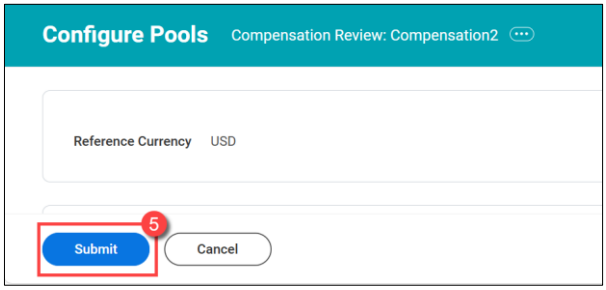

2. Workday calculations are by default **Bottom-Up**. The **Pool Amount** and **Percent of Eligible Earnings** can be modified if the **Calculation** is changed to the **Top-Down** formula. The pool can be change until the process is closed.

3. Select the **Prefill Employee Merit Awards** and the **Prefill Employee Bonus Award** checkboxes.

4. Click **Finalize**.



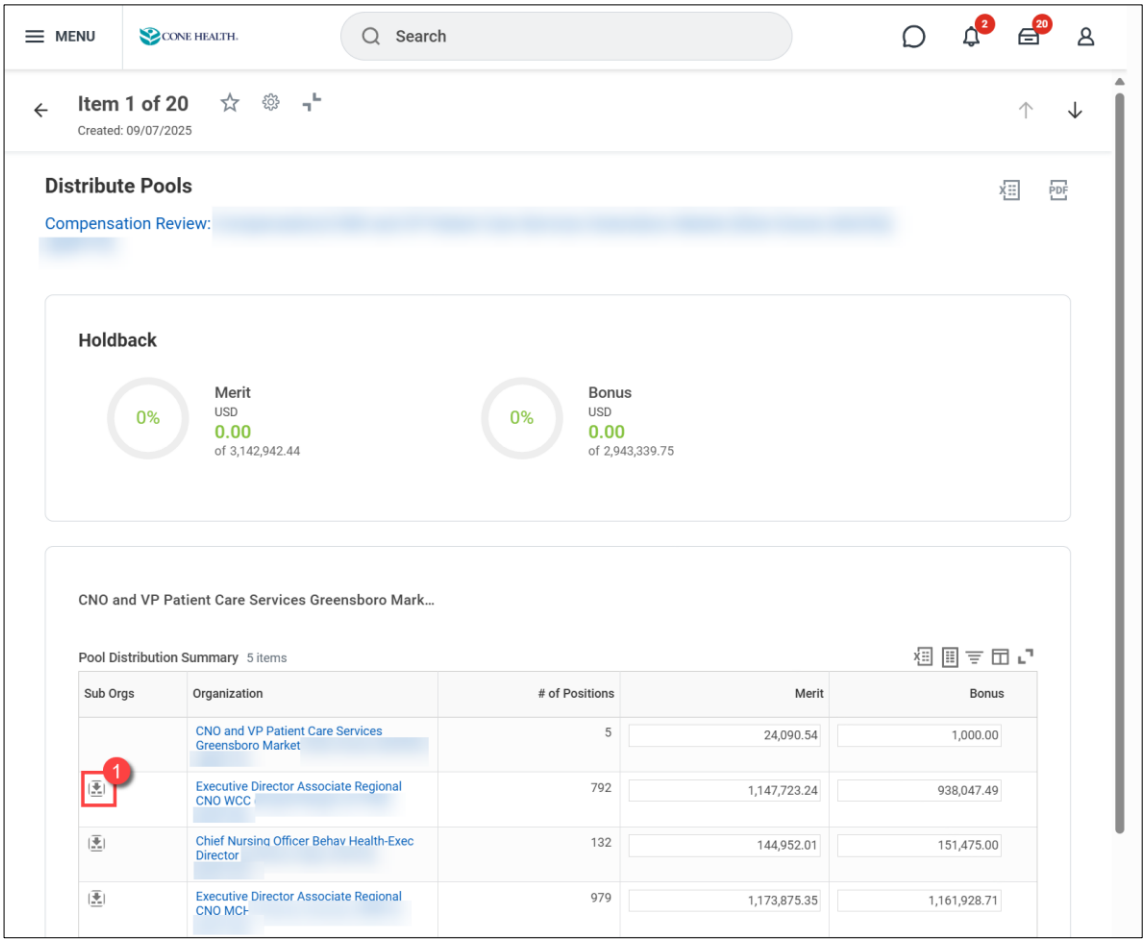

5. Confirm the configuration and click **Submit**.



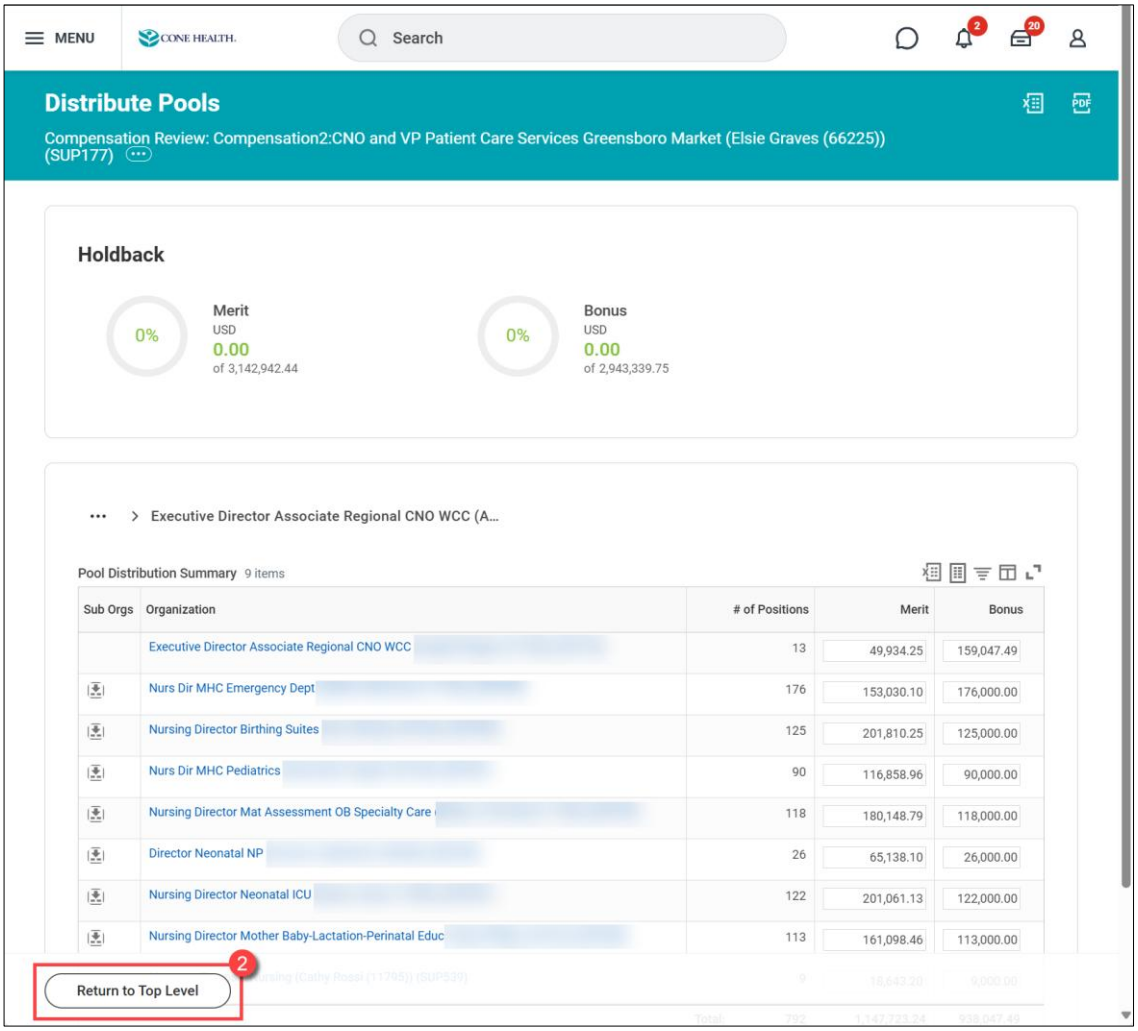
## Distribute the Pools

Once the pools have been configured, the pools must be distributed. The complete compensation pool distribution summary within the organization displays and the pool will be able to be distributed down to all employees. The **Pool Distribution Summary** shows the top of the organization.

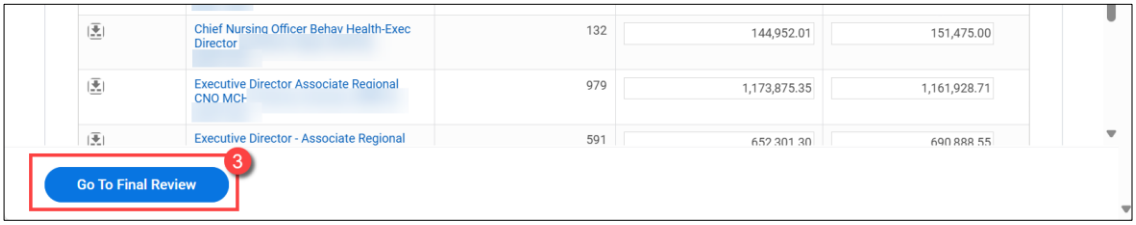
1. Click the icon with a down arrow to drill down into the direct report's organizations.



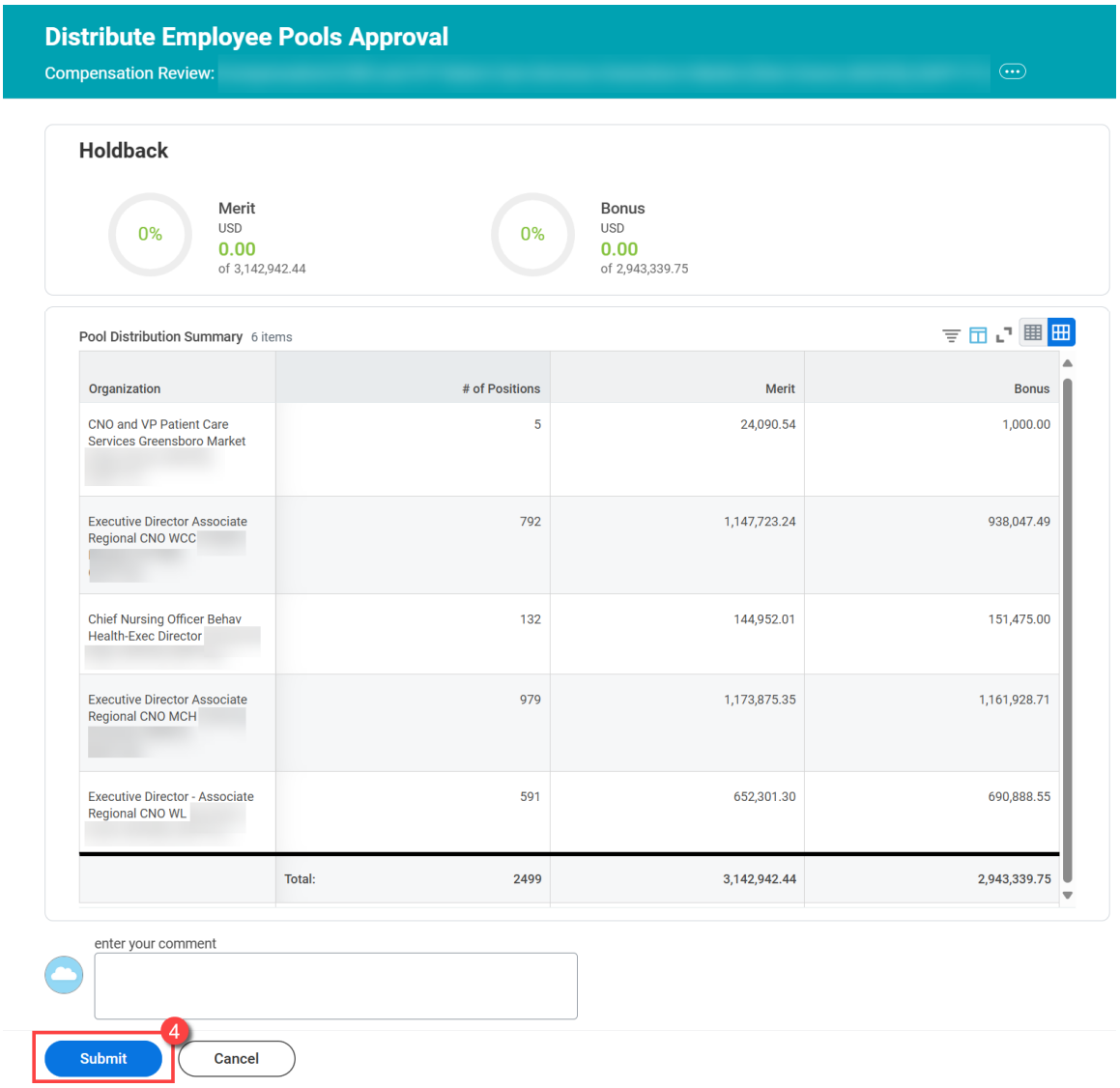
2. Click **Return to Top Level** or continue drilling down. Note: The **Merit** and **Bonus** columns can be adjusted to change the amounts allocated.



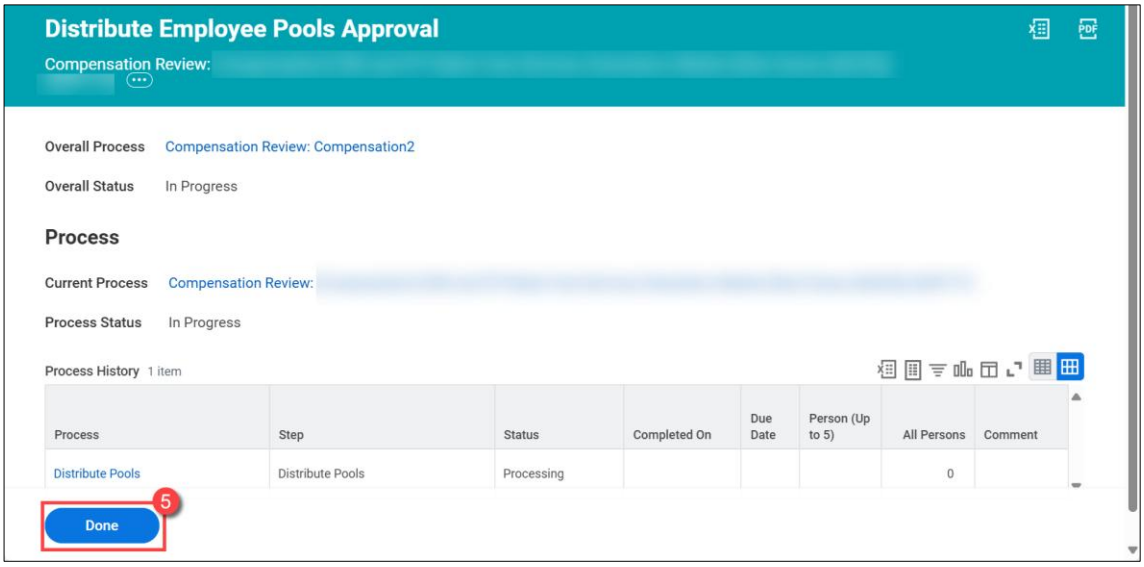

3. Click **Go To Final Review** after all the numbers have been reviewed and approved. ***Note:*** There won't be another opportunity to change the pools. The **Distribute Employee Pools Approval** screen displays. Confirm the pools once more. Enter a **Comment** if needed.



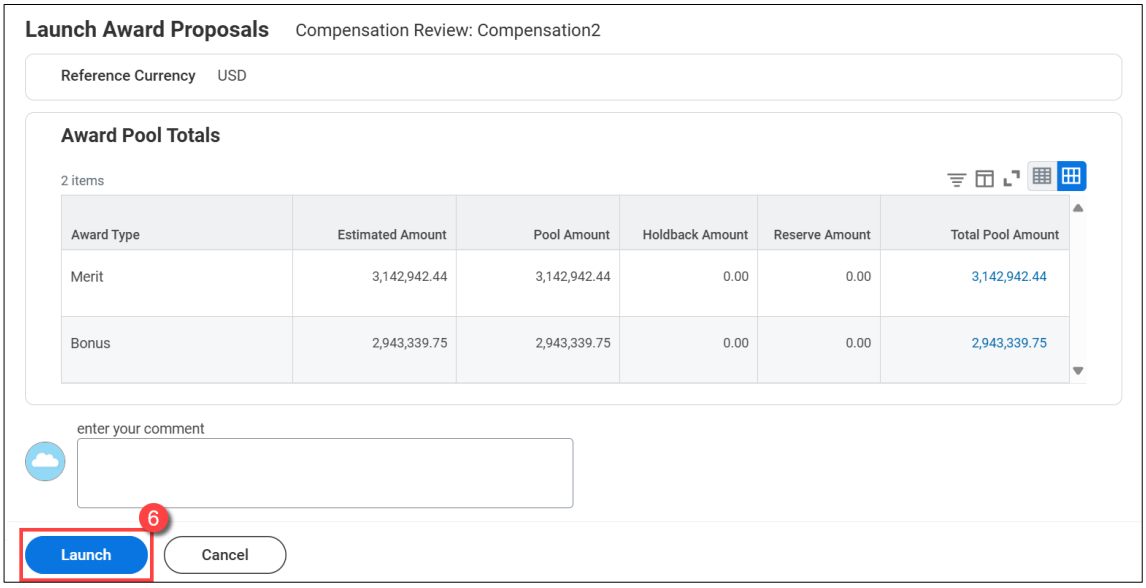
4. Click **Submit**. At this point in the process the system will start creating the inbox tasks that will go each of the leaders.



5. Click **Done** to confirm the beginning of the distribution process. The **Launch Awards Proposals** screen displays.



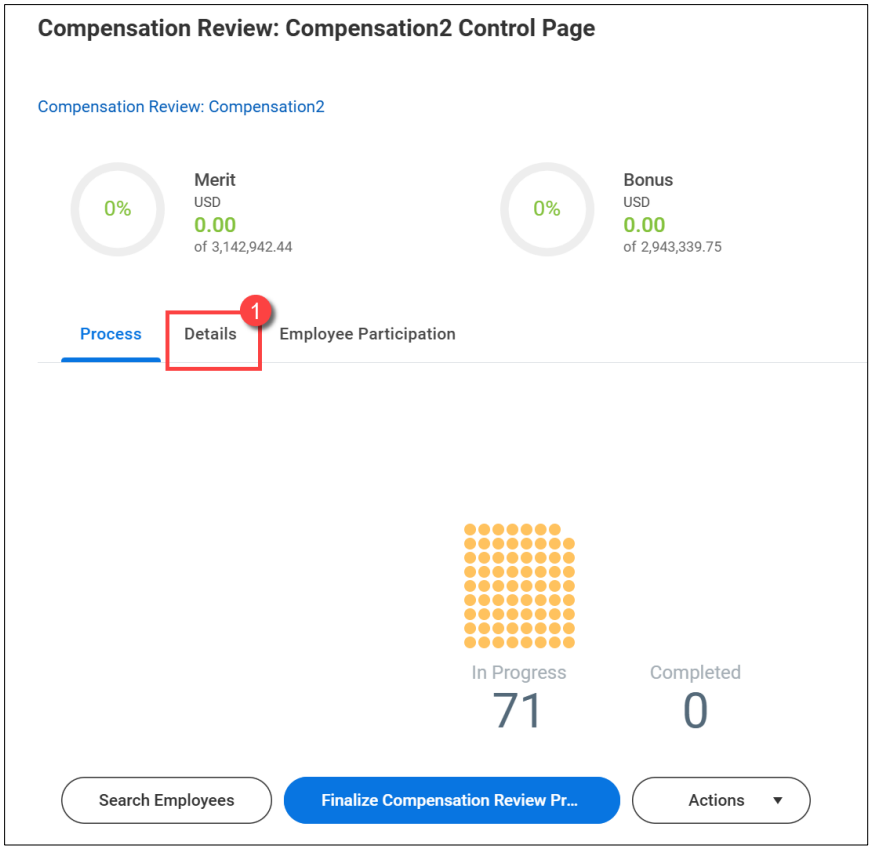

6. Click **Launch** to confirm the launch of the email tasks and Admins have a **Control Page** access to the entire process. When leaders get their task, they will only have to click **Submit.**



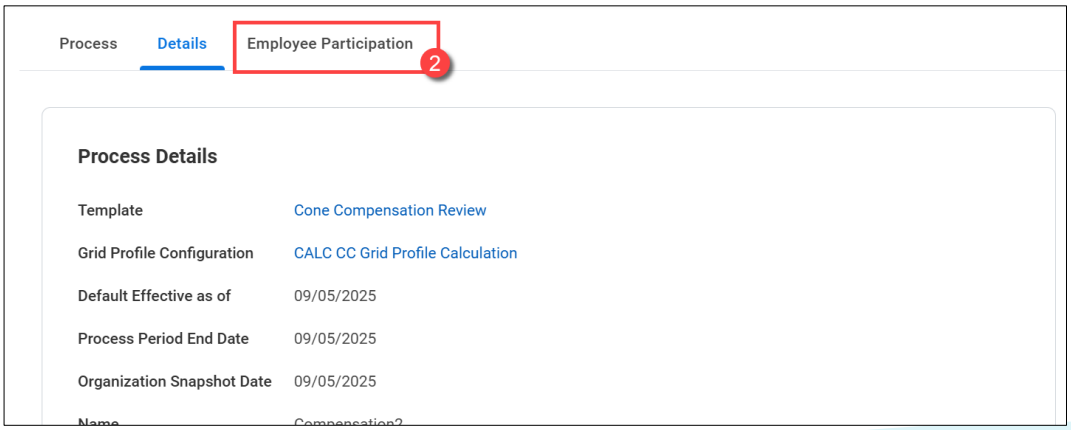
## Control Page

On the **Compensation Review: Control Page**, Admins can manage the **Process**, review the **Details** and manage **Employee Participation**.

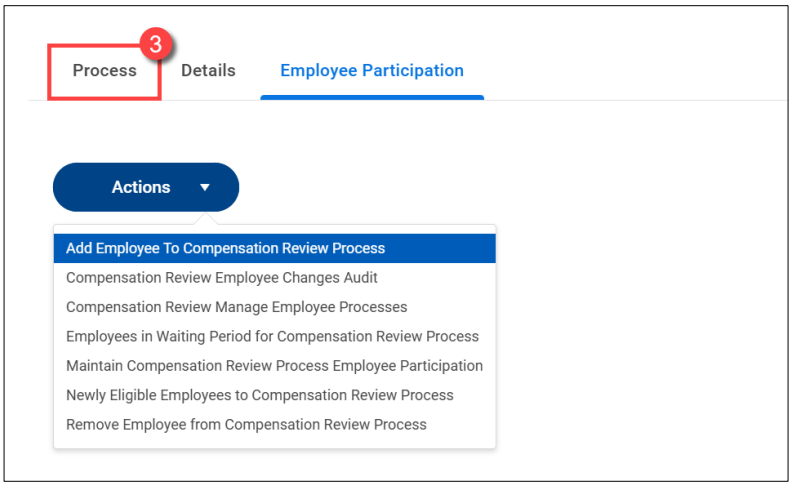
1. Click the **Details** tab.



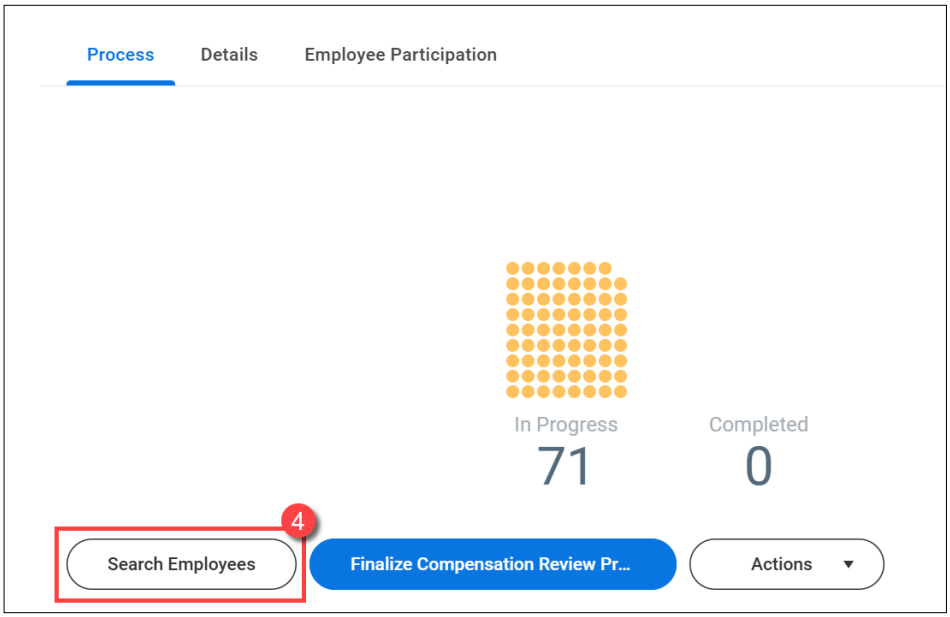

2. The **Details** tab display all the process details. Click **Employee Participation**.



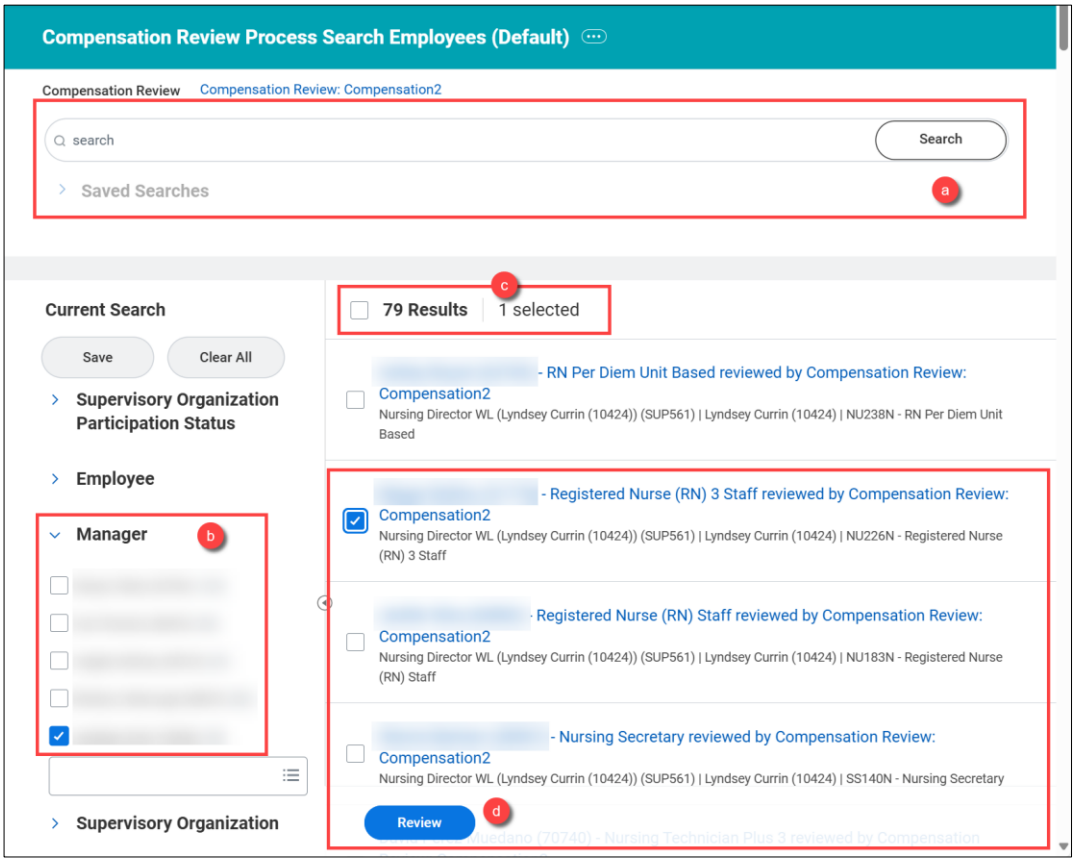
3. The **Employee Participation** tab allow for the following actions: Add employees to the process, complete audit changes, remove employees, and more. Click the **Process** tab.



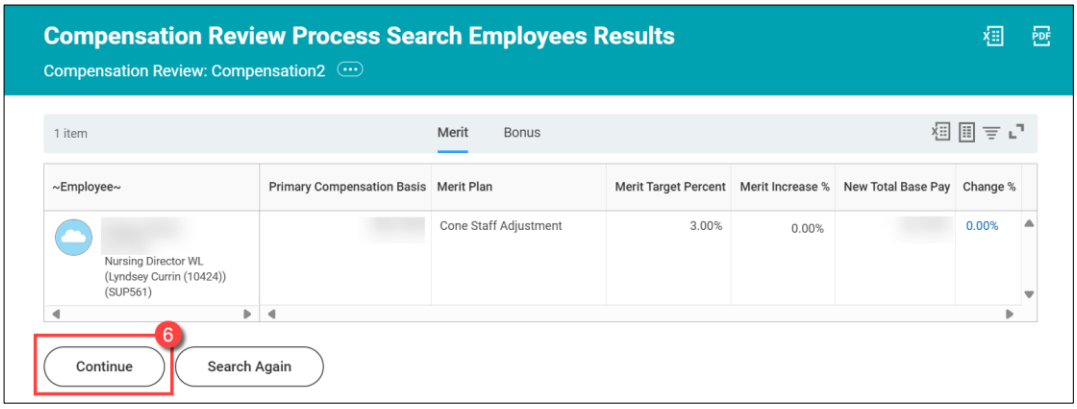

4. The **Process** tab graphically displays the **In Progress** vs. **Completed** reviews. If changes are needed and a leader reaches out for help, click **Search Employees.**



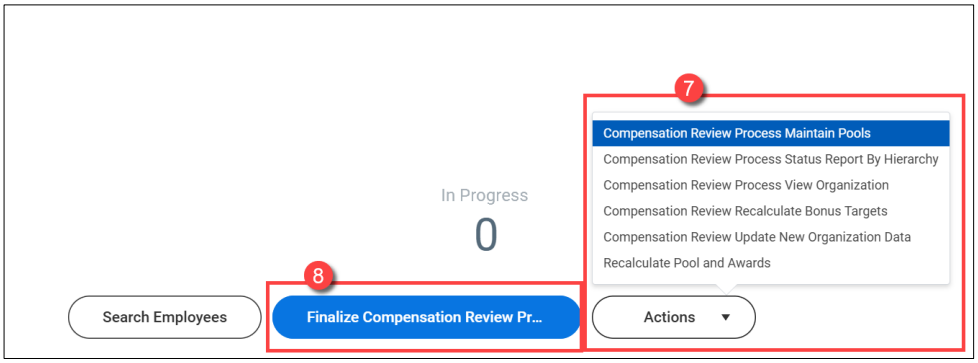
5. The **Compensation Review Process Search Employees (Default)** displays.
   a) Use the **Search** bar.
   b) Select a **Manager** or **Employee**.
   c) Select all results or one individual result.
   d) Click **Review.**




6. Click **Continue** to return to the **Control Page**.
   ***Note:*** In this screen, admins can adjust the award amount by clicking over the percentages or dollar amounts.

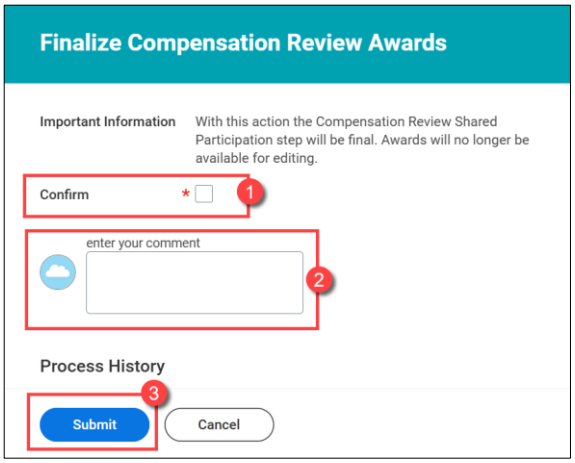


7. Select from other **Actions** before finalizing the process.
8. Click the **Finalize Compensation Review**, when no reviews are **In Progress**.



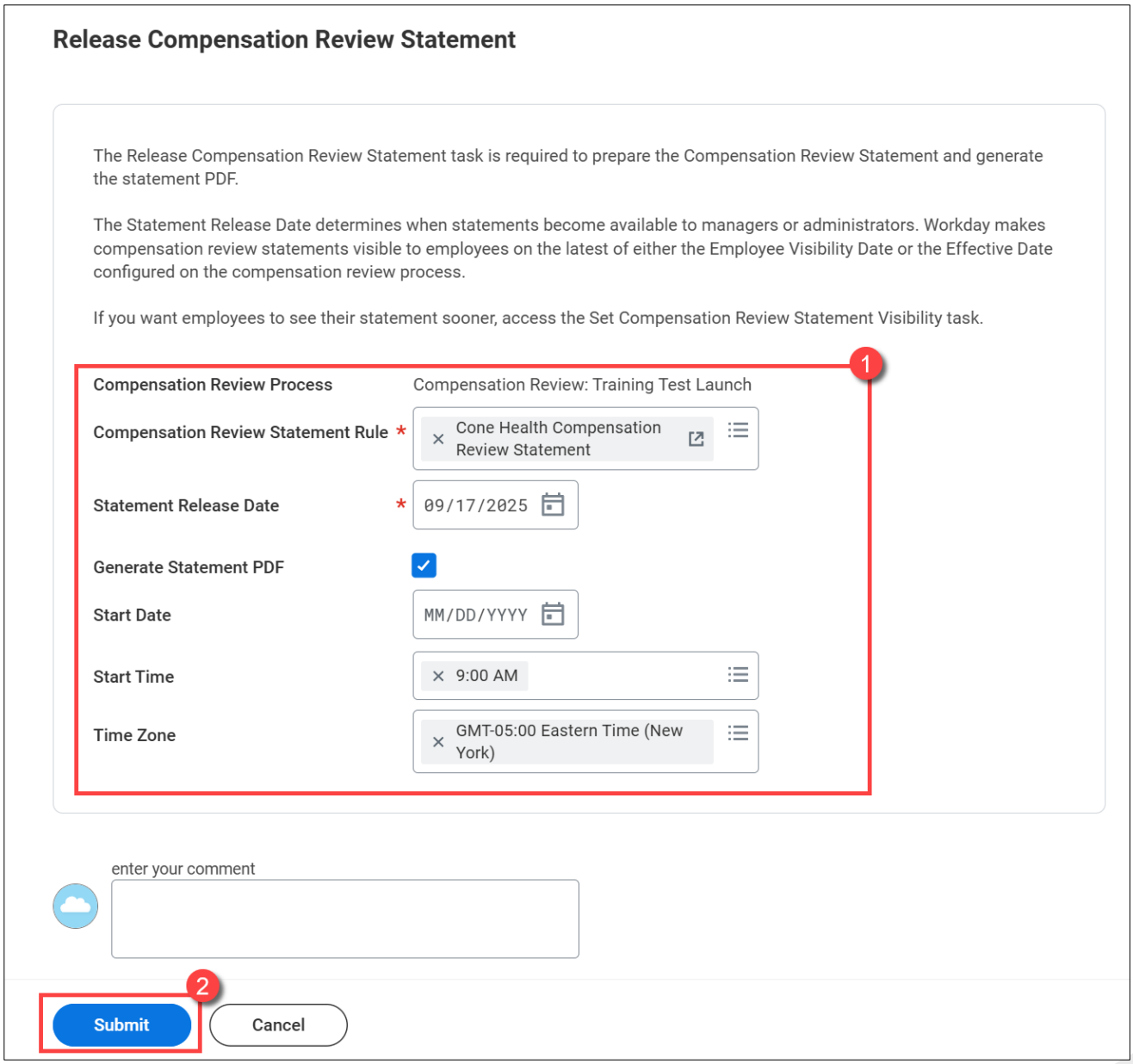

## Finalize Compensation Review Awards

1. Click the **Confirm** checkbox.
2. Enter an optional comment.
3. Click **Submit**.



## Release Compensation Review Statements

This step creates and sends all the **Compensation Review Statements** in PDF and makes them visible to the employees.

1. Complete all required fields.

2. Click **Submit**.