Compensation: Merit Process Manager

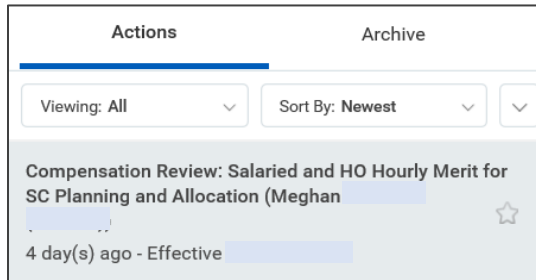Use this job aid to complete the merit process for your team.

Propose Merit

From your home screen:

1. Navigate to your inbox.

2. Select the **Compensation Review** task.

Review the following in the **Overall Budget & Spend Summary** section:

1. **Sub Orgs**: If you have indirect reports, you see this option. Click the 🖧 icon to view the status of subordinate organizations. From here, you can view all Team Member's merit information within the selected sub org.

2. **View**: Click the 🔍 icon to view details for your team.
   - View merit targets, increases and amounts
   - If you have indirect reports, this is where you will see if your direct reports have completed their merit increases
   - Click **Continue**

3. **Propose**: Click the ✏️ icon to propose compensation amounts.
   - Enter a **Merit Amount** or a **Merit Increase %** in the given fields > Enter Adjustment Amount for Salaried Merit and comments, if applicable > click **Continue** > click **Submit** > click **Done**.

NOTE: For hourly team members, you must enter the merit or adjusted dollar amounts in hourly form.

If you have subordinate organizations, they must be submitted prior to submitting yours.

NOTE: In the **Errors** column, you may see a ♦1 symbol. Click the Error symbol > View Details to view error message if you receive an error. You will not be able to submit the change until errors are resolved.

NOTE: You can enter a merit increase for TM's who are/were on an extended Leave of Absence. You may award full merit or less than the minimum recommended amount at your discretion and will be required to enter justification in the notes field if awarding lower than the minimum amount recommended.

NOTE: A team member cannot receive an increase higher than the maximum of the merit range provided in Workday. If you enter an amount higher than the maximum, an error will occur, and you will not be able to submit.

Propose Merit (continued)

NOTE: A comment is required for any increase below the minimum of the merit range for the team member. If a comment is not provided, an error will occur, and you will not be able to submit.

4. **Status** shows where the merit process currently stands (Awaiting Action, etc.)
5. **Positions** show the number of positions in the organization. This number includes positions in subordinate organizations.
6. **Errors** shows what errors have been found. Click the down arrow in the Errors column to view error details to correct them. Errors must be resolved before you can submit the change.
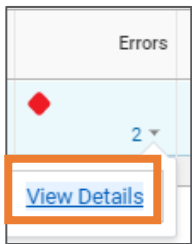
7. In the **Merit** column, click the down arrow next the number to view spend amount details.
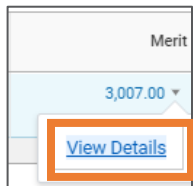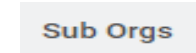
8. In the **Actions** column, you can select from Propose Compensation for My Organizations, View all Employees or View team members with Errors.
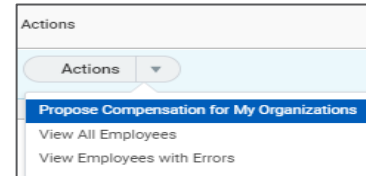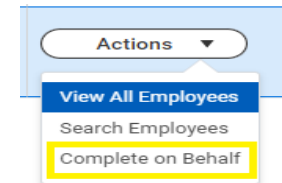
9. You can complete merit changes on behalf of managers in your organization by following these steps:
   a) Click on Sub Orgs

   b) In the actions columns select Complete on Behalf

   c) Check the Confirm box and add a comment.

   d) Click on Complete on Behalf than Done.

Propose Merit (continued)

    e) The status will update to "Manually Advanced", and you should be able to complete merit planning for this Sub Org.

View	Status
✏️	Manually Advanced

10. Click **Submit** from the Merit inbox item when complete. All subordinate organizations must submit prior to your submission if you have organizations that report to you.

A status report is available while the merit cycle is open. Connect to the BJ's network and search "BJs Merit Cycle Status" report to view the status of your and/or your subordinate organizations. Click the Excel icon ⊞ to download a spreadsheet.

Once submitted, you will not be able to make changes unless your manager sends the task back to you.