



Workday Workshop: 2025 Annual Increases for Managers

12/4/2024

Question

Answer

<p>If we find out that an employee is non compliant, is there a way to rectify this so that they can still receive the increase?</p>	<p>Unfortunately, no and they must have completed by 6/30/24</p>
<p>Are Faculty included in the increase process?</p>	<p>Faculty aren't in the Workday tool and are handled by each department.</p>
<p>are Research Fellows are Research Fellow Trainees considered eligible? job codes 9132 and 9134</p>	<p>These roles won't be in the Workday tool and will be processed outside of the tool.</p>
<p>I am a new manager for VIP. Is it true that the VIPs have not usually been privy to this increase and are eligible this year?</p>	<p>VIP will be handled in the tool this year which is different from last year.</p>
<p>Once you print the statements would you be able to re-print if the employee requests additional copies?</p>	<p>Yes, you can reprint the statements</p>
<p>Can HCM Business Assistants with Comp access run these reports by searching the supervisory org or manager name?</p>	<p>The report can only be run by Managers and HCM Business Managers. HCM Business Assistants will not have access to the report.</p>
<p>There is not a column for compliance with initial orientation requirements. So we need to look that up in the LMS for anyone hired between 7/1/24 and 11/24/24?</p>	<p>No, we have loaded all relevant data.</p>
<p>Please clarify, if an employee completes a COI *Today* it's for **Next Year** this was a point of contention last year when managers came back to us and "said Susie Q just completed her COI so she should now be eligible"</p>	<p>Correct, it would be for next year. The compliance/COI deadline was 6/30 for this year (except new hires after 6/30)</p>



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If they have an incomplete COI for the past fiscal year and the employee did not have any conflicts, is there a way for them to correct this? Or is no corrective action needed by the employee to address this lapse in COI for the purpose of maintaining an accurate record of COI?

To be eligible for increases, the COI needed to be in by 6/30. The tool flips to the new Fiscal Year on 7/1 and the employee is unable to go back to the previous FY.

Good morning. Is this report ready now, or after 12/19?  
Thank you.

This report is available the afternoon of 12/9 once we launch the tool in Workday.