University of Virginia
2022 Merit Implementation Guide For Managers and Merit Delegates

University Staff, Classified Staff, PRS and A&P Faculty

2022 Merit Planning Cycle

Purpose

The purpose of this guide is to provide an overview of the 2022 University of Virginia Merit Program and information on how to implement the program for University Staff, Classified Staff, Professional Research Staff (PRS) and Administrative & Professional (A&P) Faculty.

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Executive Summary

The University of Virginia encourages the recognition of strong performance and achievement through the use of merit pay increases.   This Guide offers merit program information that apply to the **Academic Division**, for University Staff, Professional Research Staff (PRS), and Administrative and Professional (A&P) Faculty employee types.

Key Takeaways:
- The University utilizes various merit programs tailored to the individual business needs of our schools, units, or departments.
- Your school or unit may have additional instructions for merit processing.
- Please consult your school or unit regarding internal Merit processing guidelines before starting your merit plans.
- Employees hired before January 1, 2022, are eligible for a merit increase.
- The merit process for University Staff, Classified Staff, PRS, and A&P Faculty will occur in Workday. The 2022 Classified program will be completed by UVA HR in Workday.
- For **Academic Teaching and Research Faculty**, refer to the UVA Merit Guidance for A&P Faculty available on the UVA HR [Academic Division Merit Process 2022](#) webpage.
- For **School of Medicine** T&R Faculty, merit processing will occur in Anaplan.
- The **Medical Center and the University Physicians Group** utilize a different merit process which occurs later in the year.

This Merit Guide highlights important information, eligibility, and key dates for merit programs.

Once you have reviewed this Merit Guide and any supplemental guidance provided by your school or unit, follow the instructions through the merit process in Workday (see the Merit Job Aid, available 5/23 on the [Academic Division Merit Process 2022](#) webpage, for additional details). If you have questions about the merit plan design or approach selected for your department or school, please reach out to your school or unit leadership. For questions about the merit process in Workday, please reach out to your **Error! Hyperlink reference not valid.** Partner, or to the HR Solution Center by email ([AskHR@virginia.edu)](mailto:AskHR@virginia.edu) or phone (434.243.3344).

Program Overview and Key Dates for Merit Programs Across Grounds

Awarding Merit Increases in 2022: This year's merit process allows each school and unit flexibility and local discretion in crafting allocation approaches for how merit increases are awarded. This may include different merit pool amounts based on budget availability (subject to review by respective Vice President, SVP, or Dean). Details and local process for merit pools will be managed and communicated by your school/unit leadership.

Multiple Merit Plans: There are unique merit plans in Workday. For this reason, some managers will receive more than one merit plan notification in their Workday inbox. Separate plans exist for the following groups:

- University Staff (Exempt and Non-Exempt)
- Professional Research Staff (PRS) and A&P Faculty

Eligibility:

- Individuals hired before January 1, 2022, are eligible for a merit increase.
- University Staff employees should have a completed Performance Appraisal or Narrative Review for CY2021 with a rating of 3 (Effective) or higher, to be eligible (note that in the SOM, merit should be based on the FY2021 Evaluations). Probationary employees hired before January 1, 2022, are eligible for merit and will be included in the merit plans. UVA HR recommends that probationary employees have either successfully completed their probationary period with a rating of at least 3 (Effective) or are "on-track" during their 6-month touchpoint.
- UVA MC/UPG transfers to UVA Academic after January 1, 2022, are reviewed for eligibility on a case-by-case basis.
- Eligibility may vary for employees who have a recent offer, promotion, or retention agreement. Refer to the employee's offer letter for additional guidance.
- Employees must be actively employed as of July 4, 2022.
- Employees on **leave without pay** are not eligible for merit increases during this processing window; however, they may receive their merit increase after they have returned from leave. **Those increases must be manually entered by the manager in Workday**.
- Employees on **leave with pay** will be included in the merit plan grid.
- Base pay increases for University Staff whose salaries exceed the upper limit of their market range are allowed. UVA HR recommends merit in the form of a lump sum

payment for employees in this scenario.

Pay Change Effective Dates (includes T&R Faculty, MC, and UPG):

Employee Type	Effective Date	Check Date
University Staff	July 4, 2022	July 22, 2022
Classified Staff	July 10, 2022	July 22, 2022
A&P Faculty, 12-Month T&R Faculty & PRS	July 25, 2022	September 1, 2022
Non-12-Month T&R Faculty	August 25, 2022	September 30, 2022
Medical Center**	September 18, 2022	October 7, 2022
University Physicians Group**	September 18, 2022	October 7, 2022

*** Medical Center and UPG process handled outside of this document.*

Key Dates:

| Dates	University Staff/Classified/PRS/A&P Faculty
May 23 – June 17	Merit Process opens in Workday Manager Self-Service for University Staff, PRS, and A&P Faculty.
May 23 – June 24	Soft freeze on non-competitive pay increases – work with your HRBP/Compensation team on non-competitive increases to ensure the merit grids update.
June 17	Workday Merit Plans for University Staff, PRS, and A&P Faculty must be finalized. All Merit Plans will no longer be available to Schools/Units by COB Friday June 17th. Note that Schools and Units may have earlier internal processing deadlines. See your HRBP or leader for guidance.
July 4	University Staff merit increases effective date.
July 10	Classified Staff merit increase effective date.
July 18	University Staff merit increases will be visible to employees in Workday.
After July 22	Salary adjustments for PRS and A&P Faculty may be shared with affected employees.
July 25	PRS and A&P Faculty increases effective date.

System & Process Overview

Workday is the system used for merit planning and processing for University Staff, PRS, and A&P Faculty.

Program Launch: When the merit program is launched by HR, managers/merit delegates (anyone with 1+ direct reports) will receive a task in their Workday inbox. Merit activity within Workday cannot be started until the notification is received. Please consult your school or unit leader regarding internal merit processing guidelines before starting your merit grids. Your school/unit may choose to use a merit delegate and/or the **complete on behalf** process.

Approvals:

- Leaders cannot finalize their merit plan until all supervisory levels below theirs are finalized.
- Leaders can view merit increases for subordinates' teams.
- Justification is required for employees given no increases (0%) who are rated higher than effective or increases of more than 10%.

The Overall Budget (Pool) and Spend Indicator (over-budget example displayed below) will be dynamically updated as you enter merit and lump sum amounts.
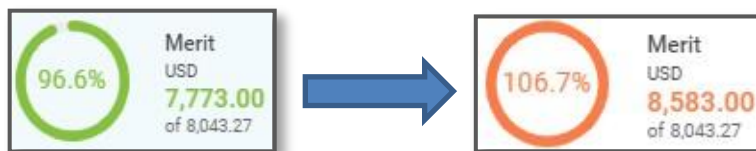
The budget (pool) amount shown is calculated in Workday– it represents a percent of salaries at the supervisory organization level. The 2022 Merit Pool populated in Workday reflects 5% however, schools and units may opt to use a lower % budget.

Merit Delegates

- Managers or leaders in the Supervisory Organization can complete the merit grid for subordinate managers on their behalf.
- If a manager is not able to complete their merit grid, they have the ability to delegate this work to a Workday Merit Delegate.
- Workday Merit Delegates may be selected and assigned this capability in Workday – this may be an employee in the organization who currently holds the security role of Delegate, or a new Workday Merit Delegate may be added via the normal Workday business process. Please see the Merit Job Aid (available 5/23 on the [Academic Division Merit Process 2022](#) webpage) for details.
- Note that if a Merit Delegate is needed at a certain level of the organization to complete merit grids down the organization, they must be set up as the Merit Delegate for leaders at that level in the organization or higher. Contact your HRBP with questions.
- For Workday Merit Delegates added specifically during the merit process, access will be removed after the merit process is complete.

Workday Merit Reports

There are several custom merit reports available to leaders and merit delegates. These reports can assist in merit planning or to monitor subordinate leader progress.

- **University Staff Date of Last Pay Change**: Managers/merit delegates can use this report to identify those within their areas who received any compensation change (promotion, retention, etc.)
- **Merit Process – Employee Details – Shared Participation - UVA**: Spreadsheet of all employees within the supervisory organization for managers. The file includes fields in the merit table and space for documenting merit.

Training & Support

1. **Workday Merit Training for Managers and Merit Delegates**
   Virtual Workday Merit Training sessions are designed to prepare managers to complete the 2022 merit cycle. All sessions will be held virtually via Zoom. The Workday Merit Training Webinar for Managers and Merit Delegates includes the virtual merit session, merit job aid, and merit guidelines. [Register for all webinars using this link](#).
   Dates/times are:

   - May 12, 12:30 – 1:30pm
   - May 13, 10:00 – 11:00am
   - May 16, 2:00 – 3:00pm
   - May 17, 9:00 – 10:00am
   - May 18, 1:00 – 2:00pm
   - May 19, 12:00 – 1:00pm

2. **On-Demand Training**
   In addition to the instructor-led offerings above, you can take the asynchronistic (pre-recorded) [Digital Self-Guided Course](#) available in Workday Learning.