



University of Virginia 2023 Merit Implementation Guide For Managers and Merit Delegates

**University Staff, Classified Staff, PRS and A & P Faculty
2023 Merit Planning Cycle**

Purpose

The purpose of this guide is to provide an overview of the 2023 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.

Table of Contents

Executive Summary	3
Program Overview and Key Dates for Merit Programs Across Grounds	3
System & Process Overview.....	6
Workday Merit Delegates.....	6
Workday Merit Reports.....	7
Training and Support.....	7

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/timelines for merit processing.
- Please consult with your school or unit regarding internal merit processing guidelines before starting your merit plans.
- Employees hired before January 1, 2023, are eligible for a merit increase.
- The merit process for University Staff, Classified Staff, PRS, and A & P Faculty will occur in Workday.
- The 2023 Classified program will be completed by UVA HR in Workday for eligible staff. For **Academic Teaching and Research Faculty**, refer to the UVA Merit Guide and Instructions for T&R Faculty available on the UVA HR [Academic Division Merit Process 2023](#) 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 5/22 on the [Academic Division Merit Process 2023](#) 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 HR Business Partner, or to the HR Solution Center by email (AskHR@virginia.edu) or phone (434.243.3344).

Program Overview and Key Dates for Merit Programs Across Grounds

Awarding Merit Increases in 2023: Similar to the 2022 program, 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 multiple 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, 2023, are eligible for a merit increase.
- Employee Performance Eligibility: University Staff employees across UVA participate in different Performance Plans. In general, employees who have been good performers during their recent performance year, contributed to the department's goals and have met or exceeded their individual performance goals are eligible to be considered for a merit increase. Merit increases awarded based on performance should be in accordance with departmental guidance.
- Probationary employees hired before January 1, 2023, 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, 2023, 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 3, 2023.
- 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.

- For University Staff whose salaries exceed the upper limit of their market range it is recommended that merit is awarded in the form of a lump sum payment. Base pay increases over the maximum of the range may be awarded in accordance with departmental guidance.

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

Employee Type	Effective Date 2023	Check Date 2023
Classified Staff	June 10	June 23
University Staff	July 3	July 21
A & P Faculty, 12-Month T & R Faculty & 12-Month PRS	July 25	September 1
Non-12-Month: T & R Faculty and non-12-Month PRS	August 25	September 29
Medical Center**	September 17	October 6
University Physicians Group**	September 17	October 6

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

Key Dates:

Dates 2023	University Staff/PRS/A & P Faculty
May 22	Merit Process opens in Workday Manager Self-Service for University Staff, PRS, and A&P Faculty.
May 23 – July 2	Soft freeze on non-competitive pay increases.
By June 16	Workday Merit Plans for University Staff, PRS, and A & P Faculty must be finalized. Note that Schools and Units may have earlier internal processing deadlines.
July 3	University Staff merit increases effective date.
July 14	University Staff merit increases will be visible to employees in Workday.
After July 21	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.

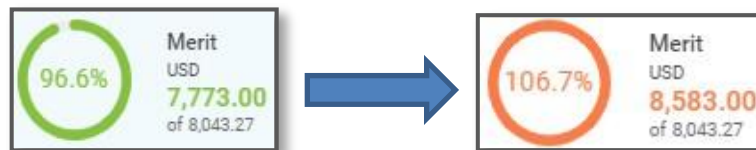
Program Launch: When the merit program is launched by UVA HR, managers/merit delegates

(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 2023 Merit Pool populated in Workday reflects 5% in some schools/units 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 5/22 on the [Academic Division Merit Process 2023](#) 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

Workday Merit Training for Managers and Merit Delegates

Asynchronistic Workday Merit Training will be provided and is designed to prepare managers to complete the 2023 merit cycle. Training for Managers and Merit Delegates includes a pre-recorded [Digital Self-Guided Course](#), merit job aid, and merit guidelines.