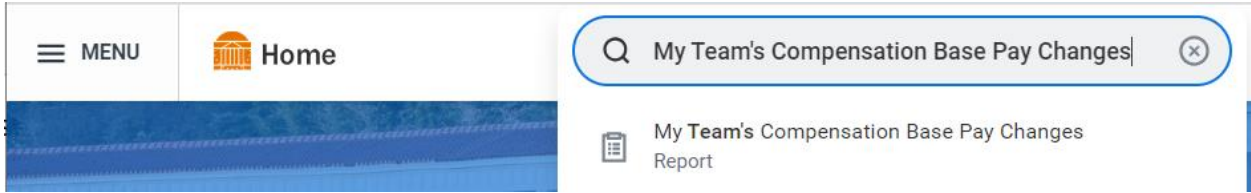


1. In Workday, navigate to the report called **My Team's Compensation Base Pay Changes**.

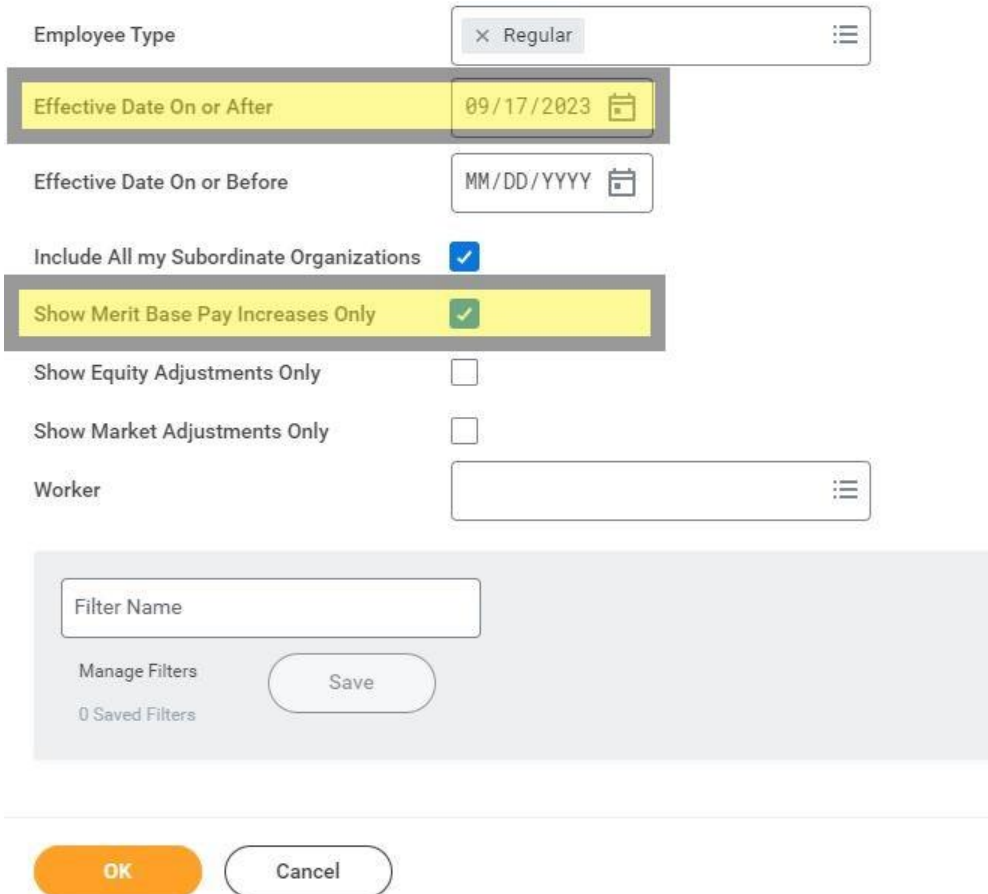


The screenshot shows the top navigation bar of the Workday system. On the left, there is a 'MENU' icon and a 'Home' button with a house icon. On the right, there is a search bar containing the text 'My Team's Compensation Base Pay Changes'. Below the search bar, a dropdown menu is visible, showing a calendar icon and the text 'My Team's Compensation Base Pay Changes Report'.

2. Be sure to change the date to 9/17/2023 and check the box to only see your direct reports who are receiving a Merit (Annual Increase) Adjustment.
3. Click OK to run the report.

My Team's Compensation Base Pay Changes

Instructions If you have any questions on running this report, please reach out to AskHR@virginia.edu



The screenshot shows the configuration form for the 'My Team's Compensation Base Pay Changes' report. The form includes the following fields and options:

- Employee Type:** A dropdown menu with 'Regular' selected.
- Effective Date On or After:** A date field with '09/17/2023' entered and a calendar icon.
- Effective Date On or Before:** A date field with 'MM/DD/YYYY' as a placeholder and a calendar icon.
- Include All my Subordinate Organizations:** A checkbox that is checked.
- Show Merit Base Pay Increases Only:** A checkbox that is checked.
- Show Equity Adjustments Only:** An unchecked checkbox.
- Show Market Adjustments Only:** An unchecked checkbox.
- Worker:** An empty dropdown menu.
- Filter Name:** A text input field.
- Manage Filters:** A section containing a 'Save' button and the text '0 Saved Filters'.

At the bottom of the form, there are two buttons: 'OK' (orange) and 'Cancel' (white with a grey border).