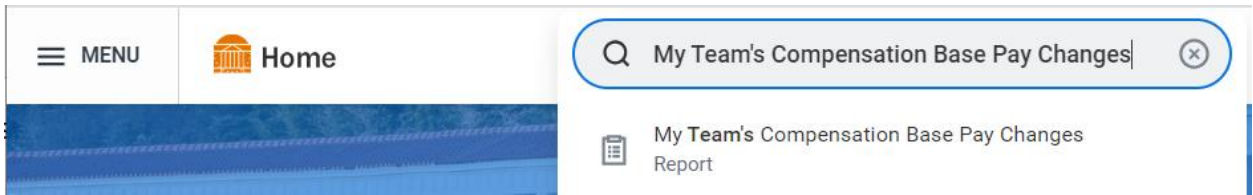


1. In Workday, navigate to the report called **My Team's Compensation Base Pay Changes**.



MENU Home

My Team's Compensation Base Pay Changes

My Team's Compensation Base Pay Changes Report

2. Be sure to change the date to 9/15/2024 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

Employee Type

Effective Date On or After

Effective Date On or Before

Include All my Subordinate Organizations

Show Merit Base Pay Increases Only

Show Equity Adjustments Only

Show Market Adjustments Only

Worker

Filter Name

Manage Filters

0 Saved Filters

Cancel

OK