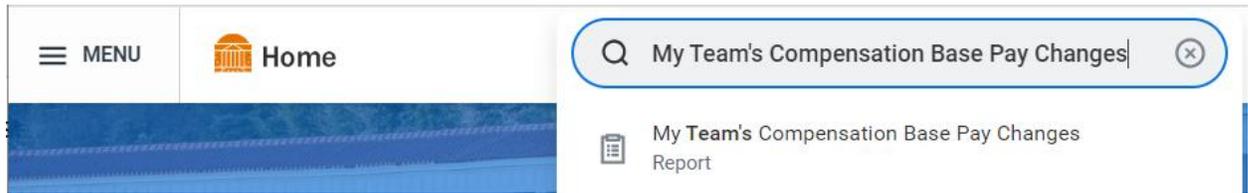


1. In Workday, navigate to the report called **My Team's Compensation Base Pay Changes**.



2. Be sure to change the date to 8/31/2025 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.

A screenshot of the 'My Team's Compensation Base Pay Changes' report configuration screen. The title 'My Team's Compensation Base Pay Changes' is at the top right with a close button. Below the title is an 'Instructions' section: 'If you have any questions on running this report, please reach out to AskHR@virginia.edu'. The configuration options are: 'Employee Type' with a dropdown menu containing 'Regular' and 'Wage'; 'Effective Date On or After' with a date field set to '08/31/2025' and a calendar icon; 'Effective Date On or Before' with a date field set to 'MM/DD/YYYY' and a calendar icon; 'Include All my Subordinate Organizations' with a checked checkbox; 'Show Merit Base Pay Increases Only' with a checked checkbox; 'Show Equity Adjustments Only' with an unchecked checkbox; 'Show Market Adjustments Only' with an unchecked checkbox; and 'Worker' with an empty dropdown menu.

4. In Workday, navigate to the report called **Bonus and One Time Payment Information**.
5. Be sure to change the Scheduled Payment Date on or After to 8/31/2025 and change the plan to "Annual Merit Bonus" to see your direct reports who are receiving a Merit (Annual Increase) Bonus.
6. Click OK to run the report.

## Bonus and One Time Payment Information

Scheduled Payment Date on or After

08/31/2025 

Scheduled Payment Date on or Before

MM/DD/YYYY 

Start Date

MM/DD/YYYY 

End Date

MM/DD/YYYY 

Plan

× Annual Merit Bonus 



Company



Cost Center Hierarchies including Subordinates



Organizations



Include Subordinate Organizations

Employee

