Iowa Department of Human Services
Eval Merit Increase

There are three main steps to adding a merit increase:

1. Evaluation Rating
2. Request Compensation Change Business Process
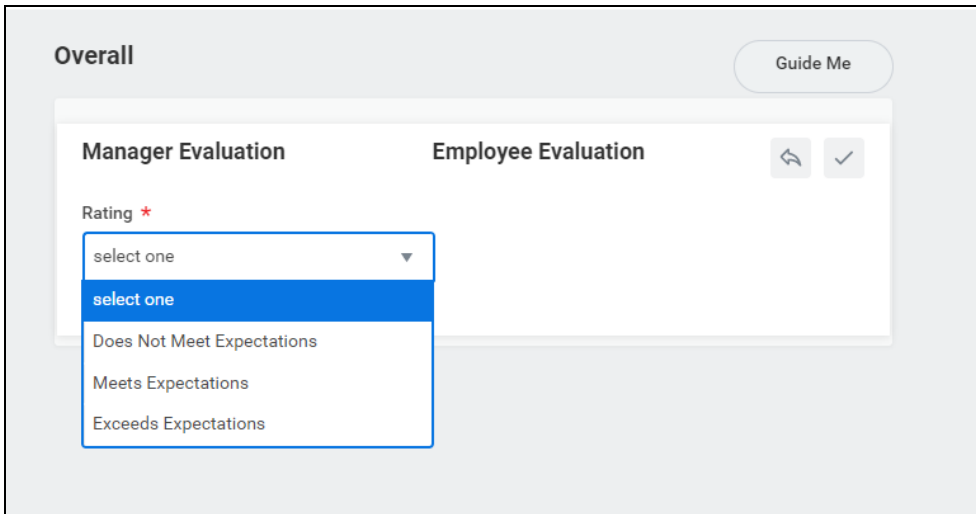3. Update Next Increase Date

1. Evaluation Rating

From the worker's **Profile**, use the **Actions** menu to select **Talent** and then **Start Performance Review**.

In the **Rating** dropdown menu, select the appropriate rating and then click **Submit**.

2. Request Compensation Change Business Process

Select the **Employee Profile** and then **Actions** then **Request Compensation Change.**

Note that Compensation Changes are not applicable for employees who are at maximum pay for their job class or temporary employees.
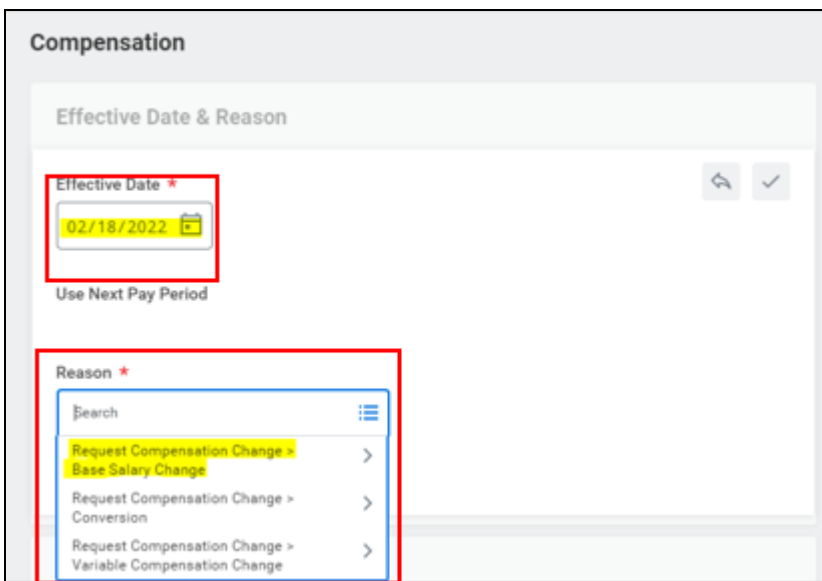
Request Compensation Change

Effective Date	*	02/18/2022 📅
Use Next Pay Period		☐
Employee	*	× ▬▬▬▬▬ ··· ☰

Enter the **Effective Date** as the date employee was eligible for the merit increase. This **will** generate the back pay owed from previous pay periods if needed.

Click **Submit**.

Make sure the effective date is still correct, then use the **Reason** dropdown box to select **Base Salary Change**.

Compensation

Effective Date & Reason

Effective Date *

02/18/2022 📅

Use Next Pay Period

Reason *

Search ☰

Request Compensation Change > Base Salary Change >

Request Compensation Change > Conversion >

Request Compensation Change > Variable Compensation Change >

Then, select **Merit** under the **Base Salary Change** choice.

Under the **Compensation Plan**, select **Hourly**, and enter the **Percent** Change (1%, 2%, or 3%). Because the amount must be rounded to 2 decimal points, you may have to subsequently round the **Amount Change** value up or down.

Upload evaluation merit increase form and click **Submit**.

Outliers

When an employee gets an evaluation of meets expectations (2%) or exceeds expectations (3%) but their pay grade tops out below that percentage:
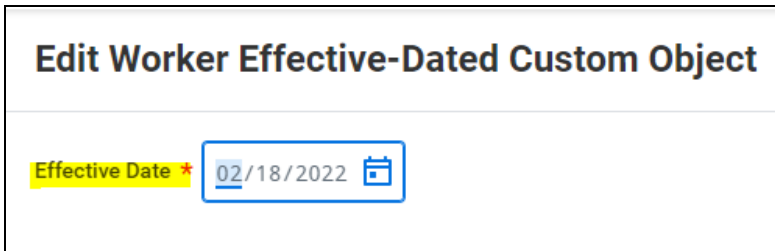
Example:

In these cases, edit the **Amount** field to the top (30.47 in this example)

3. Update Next Increase Date

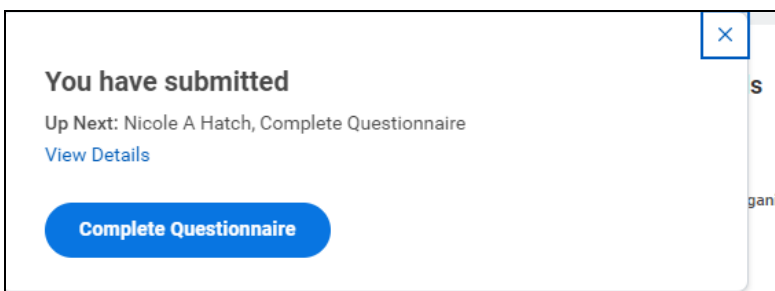**Once approved by DAS**, this alert will come to your Workday inbox:

Navigate to the worker's **Profile**, then select the **Actions** menu, then **Additional Data**, then **Edit Worker Effective-Dated Custom Object**:

Edit Worker Effective-Dated Custom Object

Effective Date * 02/18/2022

The **Effective Date** must match the date the evaluation was effective.
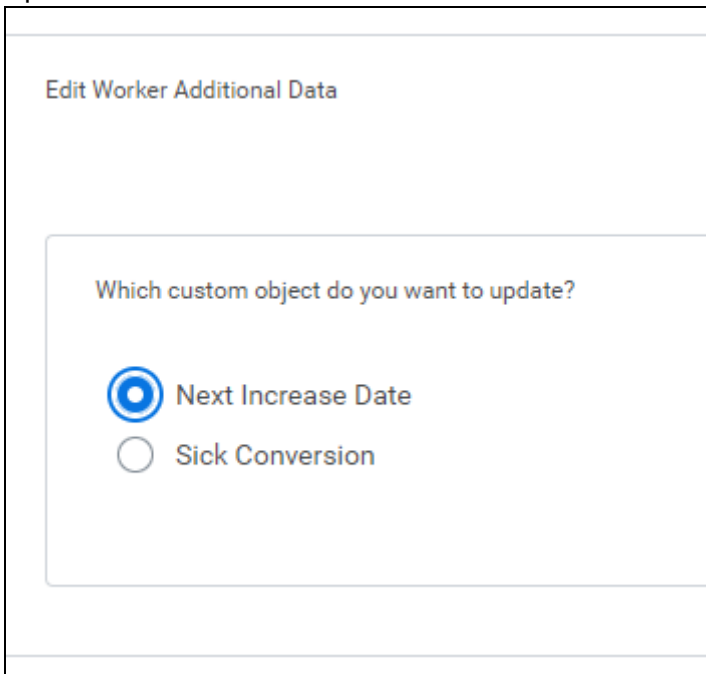
You have submitted

Up Next: Nicole A Hatch, Complete Questionnaire
View Details

Complete Questionnaire

Click **Complete Questionnaire**.

Update the **Next Increase Date**.

Edit Worker Additional Data

Which custom object do you want to update?

⦿ Next Increase Date
◯ Sick Conversion

Edit Additional Data   Edit Worker Additional Data Event:

Custom Object   Worker Next Increase Date

Worker Next Increase Date

Next Increase Date *   02/18/2023 📅