Explore

Workday Curriculum Guide – Merit

This guide presents instructional materials pertaining to Merit. These are topics cover the merit process, merit awards, merit pools, and more. Each topic is hyperlinked to its webpage on Workday Help. Materials are presented in one of these formats:

- **Webinars** are recordings of live seminar sessions presented by Workday Services.
- **Job Aids** are step-by-step instructions for a specific process.
- **Reference Guides** contain useful information and data on a topic.

We recommend that you view these materials in the order they are presented allowing that you are the Target Audience. This way you will not skip over important information in a previous topic.

Workday Topics	Format	Target Audience	Description
Workday Merit 2022 Preview	Webinar	HR Partner, Merit Partner	During this webinar we will provide an overview of the merit process included any new updates. Details will be discussed regarding upcoming Merit activities and relevant time lines and due dates.
Managing the Merit Process	Reference Guide	HR Partner, Manager, Merit Partner	This reference guide provides a comprehensive overview for HR Partners, Merit Partners, and Managers involved in the Merit process at each member within the Texas A&M University System as they prepare for, carry out, and close out the annual Merit process for employees.
Utilizing Merit Partner Role	Reference Guide	Merit Planner	This reference guide provides a comprehensive overview of the Merit Partner security role and the details needed to use it effectively to support the merit process
Managing Merit 2021	Webinar	HR Partner, Merit Partner	This webinar discuss various activities required for those who manage the annual merit process in Workday. These activities include entering merit awards, maintaining the merit pools, managing Employee participation, and using merit.
Entering Merit Awards	Job Aid	Manager, Merit Partner	This job aid outlines the activities for a Merit Planner (i.e. Manager, Manager's Manager, or Merit Partner) to complete the annual merit task in Workday.
Merit Process – Maintain Pools	Job Aid	Merit Partner	This job aid outlines the activities for a Merit Partner to maintain pools for the Annual Compensation Review process (Merit) in Workday. Not all system members will utilize pools within Workday as part of the Merit process.

Workday Topics	Format	Target Audience	Description
Merit Reports – Compensation Changes and Awards	Job Aid	HR Partner, Merit Partner	This job aid outlines the activities necessary for a Merit Partner to run reports after Merit has been launched for their system member in order to monitor compensation changes and merit awards entered in Workday.
Staffing and Compensation Changes During Merit	Reference Guide	Merit Partner	This reference guide provides an overview of which business processes can continue to be completed during merit (run in parallel); which business processes must be completed outside of merit, and how to choose an appropriate Effective Date for these changes to avoid additional work.
Managing Employee Participation in Merit	Job Aid	Merit Partner	This job aid outlines the process for a Merit Partner to remove or add an Employee from the Merit process.