

THE MERIT REVIEW PROCESS For Student Employees



You will review students who report to you. Make sure your org is correct!

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Your student merit review document will be in your Workday Inbox.

A screenshot of the Workday user interface. At the top, there is a search bar and the Workday logo. The user's name, "Brandstrader, Veronica", is displayed in the top right corner. Below the search bar, there is a "Home" header. The main area contains several icons for "My Team", "Team Time", "Team Time Off", "Pay", "Time Off", and "Benefits". On the right side, there is a user profile dropdown menu with the following items: "Brandstrader, Veronica View Profile", "Home", "Inbox" (highlighted with a red box), "Notifications", "Favorites", "W:Drive", "Documentation", "My Account", and a "Sign Out" button. Below the menu, there is a "Time Tracking Reports" link.

2

inbox

Propose Awards: Merit: *** STUDENT TRAINING ***

3 day(s) ago - Effective 06/01/2017

Below you will find all students currently employed and reporting to you, as listed in Workday on April 24, 2017.

If the student will be returning to work in this position for the 2017-18 academic year, indicate an increase to their hourly pay rate, if applicable.

If the student will NOT be returning to work in this position next year (graduating, study abroad, etc), please indicate this in the appropriate column by adding 'End Student Job'.

If you have questions about this process, you may email workday@wellesley.edu or refer to the step-by-step training documentation.

Please complete and submit your review before May 12, 2017.

-Student-	Current Hourly Rate	Hourly Rate Increase Amount (0.00, 0.10, 0.25, etc.)	Please enter 'End Student Job' if student is not returning (graduating, studying abroad, or otherwise not working in this position during the 2017-18 year).	Proposed Hourly Rate
[blurred]	\$11.50	0.00		11.50
[blurred]	\$11.00	0.00		11.00

1. Click the Student Merit review item in your Inbox.
2. You can add increase amounts directly in this window.
3. Or click the Fullscreen icon to expand the view.

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[blurred]	\$11.50			12.00
[blurred]	\$11.00	0.25		11.25
[blurred]	\$11.00	<input type="text" value="0.00"/>	<input type="text" value="End Student Job"/>	11.00

Help text from SFS

Current hourly rate

36 items Merit

~Student~	Current Hourly Rate	Hourly Rate Increase Amount (0.00, 0.10, 0.25, etc.)	Please enter 'End Student Job' if student is not returning (graduating, studying abroad, or otherwise not working in this position during the 2017-18 year).	Proposed Hourly Rate
	\$11.50	0.50		12.00
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	\$11.00	<input type="text" value="0.00"/>	<input type="text" value="End Student Job"/>	11.00

Enter hourly increase amount.

Enter "End Student Job" if student is not returning (graduating, studying abroad, etc).

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	\$11.00	0.00		11.00
	\$11.00	0.00		11.00
	\$11.00	0.00		11.00
	\$12.00	0.00		12.00

New hourly rate

Submit

Your edits will be saved as you make them. When you're done, scroll down and click **Submit**.

6

Compensation Review Organization Submit

With this action you are submitting your own organization.
You will no longer be able to edit any proposals.

Submit Cancel

When you're ready, click **Submit**. (Click **Cancel** if you'd like to submit later. The Student Merit will remain in your Inbox until you Submit.)

Compensation Review Organization Node Submit

The task was completed successfully.

Done

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Actions 17

Sort By: Newest

From Last 30 Days

Merit: *** STUDENT TRAINING *** for [STU]LTS Helpdesk Services (Chudzik, Doug J.)
3 minute(s) ago - Submitted

Merit: Student Test MG SFS for [STU]LTS Helpdesk Services (Chudzik, Doug J.)
13 day(s) ago - Manually Advanced

Merit: JLM Test Student for [STU]LTS Helpdesk Services (Chudzik, Doug J.)
19 day(s) ago - Manually Advanced

Archive

View Participant Detail Event

Merit: *** STUDENT TRAINING *** for [STU]LTS Helpdesk Services (Chudzik, Doug J.)

3 minute(s) ago - Submitted

For [STU]LTS Helpdesk S

Participant State Submitted

Overall Process Merit: *** STUDENT

Overall Status In Progress

Details Process

Continue to see more details.

More Details

After you submit, in the **Archive** tab of your Inbox, you can click **More Details** to see what you submitted.

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You can export the table to Excel or print it.

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Please complete and submit your review before **May 12, 2017**.

That's all – thank you!

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