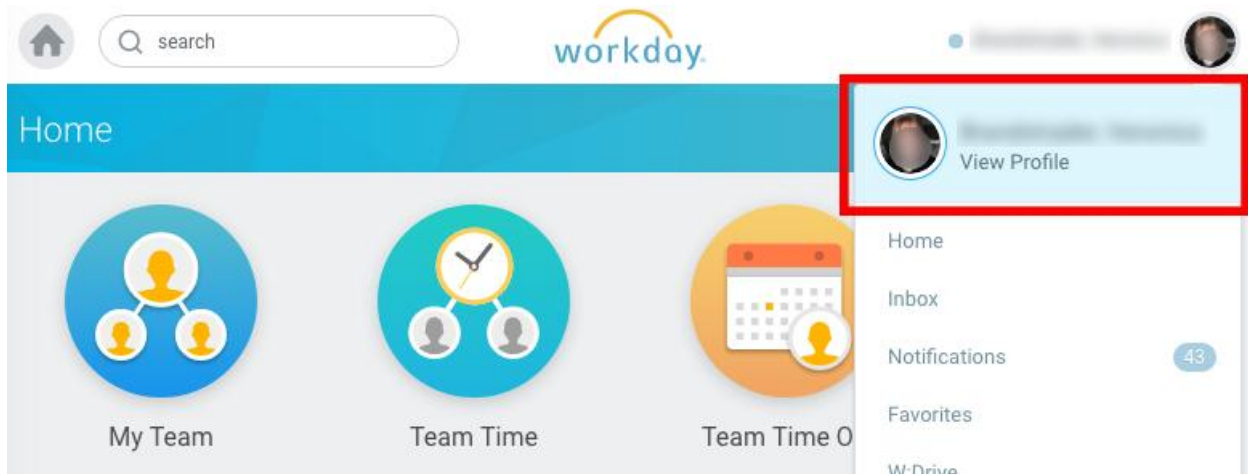


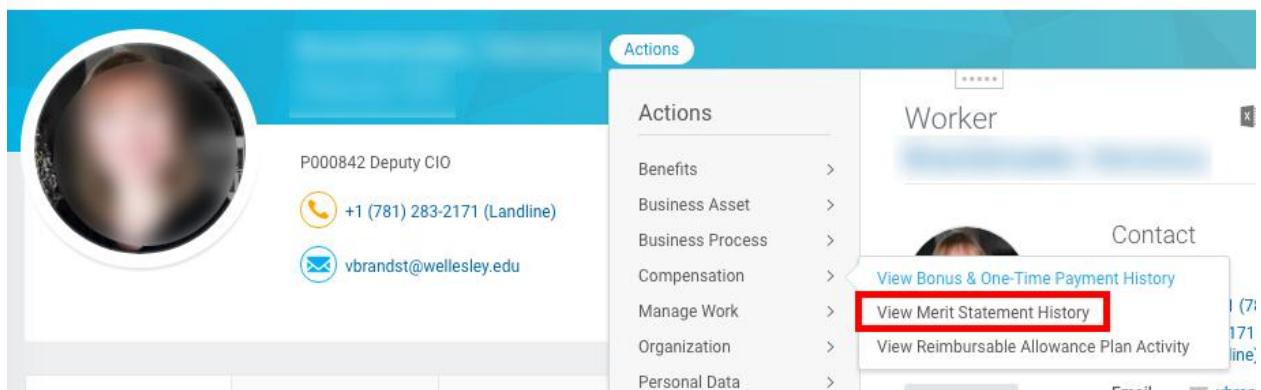
## Accessing Your July 2017 Merit Statement (Letter)

Starting this year, your merit increase letter (merit statement in Workday terminology) will be available via Workday. Merit statements will include information about your old and new salary, increase percentage, bonus amount if applicable as well as information about your department, title and current schedule. Merit statements are produced for those employees who were included in the July 2017 merit increase process. Employees who are grant funded will not have a merit statement in Workday. Those employees who have additional changes taking place on July 1<sup>st</sup> (for example, a schedule change) will receive an email with a merit increase letter.

In Workday, view your merit statement, which will be part of your permanent Workday record:



- 1) Click your **Profile** icon (name and picture in the upper righthand corner)



- 2) Select **View Profile** (under your name in the blue bar)
- 3) Click the **Actions** button next to your name (upper left)
- 4) Select **Compensation**, then **Merit Statement History**
- 5) You'll see a PDF in the **Merit Statement PDF** column

*Note: If your merit statement appears to be incorrect, contact Human Resources immediately.*