Workday
Annual Pay Increase
Process Guidelines
FY 2017/2018
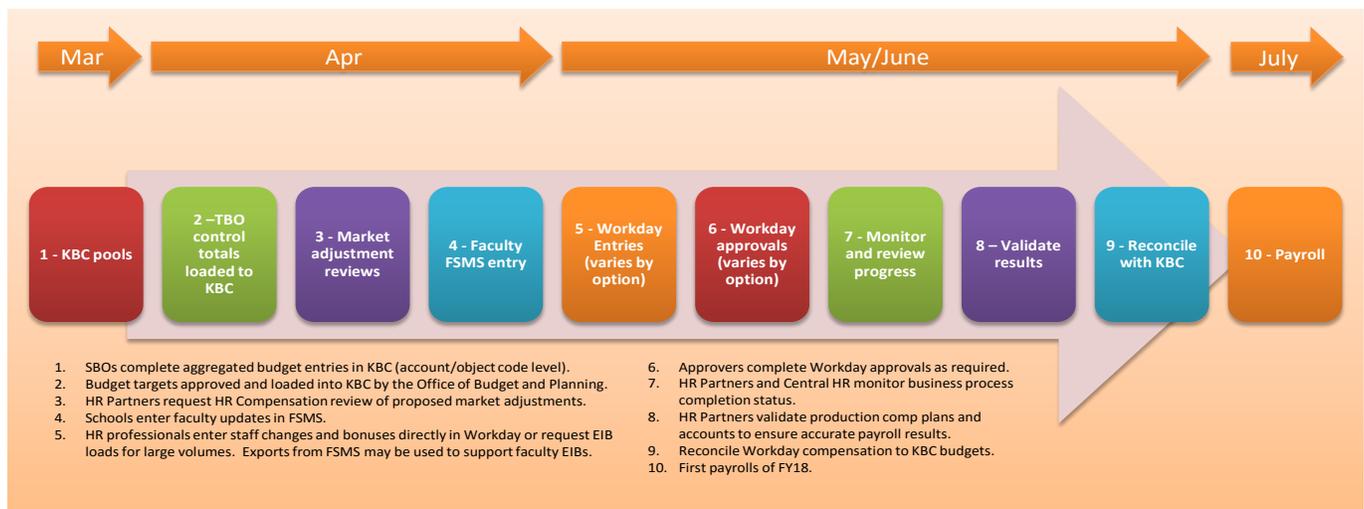
CONTENTS

OVERVIEW

NEW FOR FY2017/2018

Several changes are being made to the compensation budgeting and data entry process for FY2017/2018 in order to improve reliability and efficiency. KBC will remain in use for aggregate budgeting at the object code level, but will no longer record compensation details at the employee level ("appointments"). Data will no longer interface from KBC to Workday. Instead, alternative options are being offered to enter Workday transactions. After Workday transactions are complete reconciliations may be performed between KBC and Workday to validate final compensation does not exceed approved budgets.

This replaces all previously issued annual pay increase guidelines. Prior versions should be discarded to avoid confusion.

Merit Toolkit

New this year, the Merit Toolkit is an Excel workbook to support the merit process. This will be pre-populated from the BI data warehouse with current Workday compensation and costing allocation information. Fields will be provided to support the decision process and to enter rate increases, bonuses, and cost allocations. The scope is limited to staff employees in the Monthly or University Biweekly pay groups and open positions will not be included. The updated spreadsheet will readily convert into EIB format or may be used to support direct Workday transactions. The Merit Toolkit will be available on March 15.

PROCESS OVERVIEW

Mar	Apr	May/June	July

| 1 - KBC pools | 2 – TBO control totals loaded to KBC | 3 - Market adjustment reviews | 4 - Faculty FSMS entry | 5 - Workday Entries (varies by option) | 6 - Workday approvals (varies by option) | 7 - Monitor and review progress | 8 – Validate results | 9 - Reconcile with KBC | 10 - Payroll |

1. SBOs complete aggregated budget entries in KBC (account/object code level).
2. Budget targets approved and loaded into KBC by the Office of Budget and Planning.
3. HR Partners request HR Compensation review of proposed market adjustments.
4. Schools enter faculty updates in FSMS.
5. HR professionals enter staff changes and bonuses directly in Workday or request EIB loads for large volumes. Exports from FSMS may be used to support faculty EIBs.
6. Approvers complete Workday approvals as required.
7. HR Partners and Central HR monitor business process completion status.
8. HR Partners validate production comp plans and accounts to ensure accurate payroll results.
9. Reconcile Workday compensation to KBC budgets.
10. First payrolls of FY18.

STAFF MARKET ADJUSTMENT REVIEWS

Departments should send requests for review/approval of proposed market adjustments to their designated Compensation Partner prior to entering data in spreadsheets or in Workday. They may do this at any time throughout the year and recommend doing so prior to April 15 if the proposed adjustment has an effective date beginning with the new fiscal year. Please initiate this review by sending the request for a market analysis via an email to the HR Service Center (uschr@usc.edu). Note that all increases with a reason of "market adjustment" will route to the Compensation Partner for review, approval and annotation of the applicable benchmarks; failure to initiate the review in advance may delay processing. Increases in Workday must be categorized as either merit or market and may not be split. *Any increase containing any component of a market adjustment rationale must be categorized as a market adjustment reason.*

GETTING HELP

- **Orientation Sessions –** Informational meetings will be offered to review the process and answer questions.

- **Merit Toolkit Labs** – In person working sessions will be offered on using the Merit Toolkit. For additional help using the Merit Toolkit please contact BIhelp@usc.edu.

- **Questions Related to Workday** – Contact the HR Service Center by emailing uschr@usc.edu or by calling 213-821-8100.

THE MERIT TOOLKIT

COMPONENTS

1. Report/Excel Workbook

The Merit Toolkit is an Excel workbook generated from BI (using Workday data). The workbook is delivered with prepopulated demographic details, job details, current compensation, and costing allocations. Macro programs will be downloaded and executed to populate data and complete the setup. Certain fields may be edited to indicate rate increases, bonuses, and cost allocations.

This final Merit Planning Report will have four sheets (available once the macros have been run):

- **Sheet 1 – Navigation:** This sheet will contain buttons that will execute embedded programs to populate data as designed.

- **Sheet 2 – Compensation Plan Details**: This sheet will provide current compensation plan details at an employee/position level. There will be a single line for each compensation plan per employee per position. Changes to compensation information are entered here.

- **Sheet 3 – Cost Allocation details**: This sheet will provide the cost allocation impact of the corresponding compensation plans on the first sheet. Compensation changes are inherited from the compensation tab. Allocation changes are entered here.

- **Sheet 4 – Data Glossary:** This sheet provides descriptions of the data fields on the compensation and cost allocations sheets.

2. EIB Template generation program

The Merit Toolkit includes functionality to automatically generate the EIB format for Workday. Note this option does not need to be used if direct Workday entry is preferred or if the volume of transactions does not meet the minimum threshold for EIB processing.

3. HCM Validation Reports in Workday

Workday reports are available for data validations. These reports will be tagged and searchable using the keyword "Merit."

See the screenshot below of the reporting dashboard with a list of reporting categories. Merit is one of the categories.

Custom Report	Brief Description
Absence Reports	These absence reports are focused on employee time off history, leave status, and various other absence related reports.
Audit Reports	These audit reports are intended to find employees that may require some type of action in Workday. For example, active employees without compensation plans.
Benefits Reports	The benefits reports are intended primarily for central Benefits Administrators, but there are a handful of reports that are open to general users.
Business Process Reports	These business process reports focus on transactions in Workday.
Compensation Reports	The compensation reports are intended to provide a complete picture of all aspects of employee compensation plans. These include the HCM Data Validation series, as well as compensation transaction history and compensation trouble-shooting reports.
Data Dump Reports	These reports are intended to provide large chunks of data in a format that is easily manipulated within Excel. Typically the filters on these reports are limited so that they will bring back all available data.
Merit Process Reports	The reports in this category will be useful during the merit process. It contains reports to review employee compensation setup, as well as compensation transaction monitoring. Additional reports will be added to facilitate the audit process.
Payroll Reports	These payroll reports cover a wide variety of payroll information. With the Labor Distribution Improvement Effort, the official payroll results are in Cognos through the Business Intelligence portal, but Workday remains the system of record for gross-to-net results.

The following reports will be displayed when "Merit Process Reports" category is selected.

Merit Process Reports

3 items

Custom Report	Brief Description	Total Report Runs	My Report Run Count
HCM Data Validation – Future Costing Allocations	The 'HCM Data' report series are used to evaluate workers in organizations that you support. This report focuses on the costing allocations setup by employee. In addition to the standard filters, this report can be run as of an effective date, allowing you to view compensation plans at any moment in time. The default date returns the current allocations.	174	0
HCM Data Validation - Merit	This HCM Data Validation series report is intended to help with the merit process. It includes details on the employee's compensation plans, as well as their latest performance review. This report does not include costing allocation information.	17	0
Merit Review	This report pulls in compensation changes over customized date ranges. Typically transactions are initiated for the merit process in mid June. While the report was developed for the merit process, it can be used to monitor compensation changes for any event.	10	0

USING THE MERIT TOOLKIT

Follow these steps to use the Merit Toolkit:

1. Run the **Merit Planning Report Part 1** on BI and download the report to your computer.

2. Download macros/programs from the BI Merit page. Save **Merit Planning Report Part 2** in excel file format on your computer.

3. Copy the **Merit Planning Report Part 1** and paste on a new tab of the **Merit Planning Report Part 2**.

4. Run macros/programs by pressing the **Generate Merit Toolkit** button on the *Navigation* tab of the **Merit Planning Report Part 2**. This will populate the compensation plan and cost allocation data in the desired format.

5. Complete the report by entering data required.

6. Complete processing and Workday transactional entries by using one of the options described below.

Factors to Consider:

- The Merit Toolkit is limited to staff employees in the monthly and university biweekly pay groups.

- Open positions in Workday are not included.

- Only current compensation configurations and FY2017 annualized salary amounts are included.

- Changes to information not related to compensation or allocation (e.g. standard hours or FTE) will not update in Workday via the EIB. Changes to other information should be updated in Workday directly.

- Workday performance data will not be integrated to BI real time. It will be updated periodically during the merit cycle (see the schedule below) but will only reflect the performance data as of the last load from Workday and prior to report generation.

- Position level changes made mid-year will not be reflected. Only current configurations from Workday will be reflected.

- BI security privileges are based on Account Level Security (ALS) and Region Level Security (RLS)

  - ALS – Account Level Security allows a user to access data by authorized accounts.

  - RLS – Region Level Security allows a user access to data by authorized regions. This includes data for all employees who belong to a region even if part of their compensation is associated with accounts not included in that region.

Usage Guidelines

- The Merit Toolkit is a comprehensive report that contains primarily 4 types of data fields:

  - **Standard delivered fields –** These are populated from Workday data and should not be edited.

  - **Editable fields –** These fields will be populated but can be edited if required:

    - Compensation – Assignment Detail, Estimated Periods/Hours

    - Cost Allocation – Cost Center, Distribution Percentage

- Flexible employee profile fields – Scheduled Weekly Hours (FTE) – *Note: this is for planning purposes only and will not update back to Workday via EIB.*

- Include in EIB – will be YES by default

  - **Entry fields –** These fields will be blank by default. Users are required to input data in these fields.

    - Increase – by Percentage or Amount, Increase Reason

    - Bonus – Bonus Amount, Bonus Reason, Comments

  - **Calculated fields –** These fields have embedded calculations that use data from other fields on the worksheet. These fields should not be edited, removed or hidden.

    - Compensation – Assignment Detail

    - Annualized amount increase, FY2018 Annualized Amount, Total with Bonus

  - **Protected fields –** These fields will be hidden as they are for internal use only by BI team

- Data entry into bonus related fields should only be done on the row corresponding to the base compensation plan for the given employee and position. Do not enter this information on subsequent lines for the employee (existing when there are multiple compensation plans associated with a given employee and position).

- Merit Increase type will be defaulted to *Percentage* but can be changed to *Amount.*

- When Merit Increase Type is *Percentage*, the Merit Increase column will automatically be configured to receive percent.

- The "Include in EIB" field indicates whether the row should be included in a Workday EIB file. This option is provided to support complex entries not suitable for simple EIB loads. It is set to *Yes* by default for all rows on both the sheets but can be changed if desired. If it is set to *No,* then that row will not be included in an EIB file. It is possible to have the employee/position compensation row set to *Yes* on the Compensation Details sheet while the corresponding row on the Allocations sheet is set to *No*. Workday direct entry will be required for any rows set to *No* in the Merit Toolkit.

- All EIB guidelines in the section below titled, "Option 2 – EIB Loads (Mass Loads) – Staff" apply to EIB processing from the Merit Toolkit.

Alternative to EIB - Direct Entry

The EIB method will support a majority of cases but there are certain complex scenarios for which updates should be entered directly in Workday. The field titled "Include in EIB" should be marked *No* for those lines that are not intended for EIB load to Workday.

The scenarios where Workday direct entry is recommended include (but are not limited to) the following:

- Changes in cost allocation configuration that require user to add or delete rows.

- Changes in compensation plan configuration that require user to add or delete rows.

- Compensation plan dates that deviate from the standard dates.

- Changes to information not related to compensation or costing (e.g. standard hours)

- New hires as they may not be included in the worksheet/report.

- Terminations as they may not be updated on the worksheet/report.

- Change in FTE for exempt staff as that may require re-calculation of compensation amounts and the corresponding allocation impact.

- Merit increase percentage outside of the standard recommended window.

- Employee is a Senior Business Officer or other approver of the EIB file (see EIB restrictions below).

Getting Help

Merit Toolkit Labs – In person working sessions will be offered on using the Merit Toolkit between March 20 and April 14. For additional help using the Merit Toolkit please contact BIhelp@usc.edu.

WORKDAY ENTRY OPTIONS

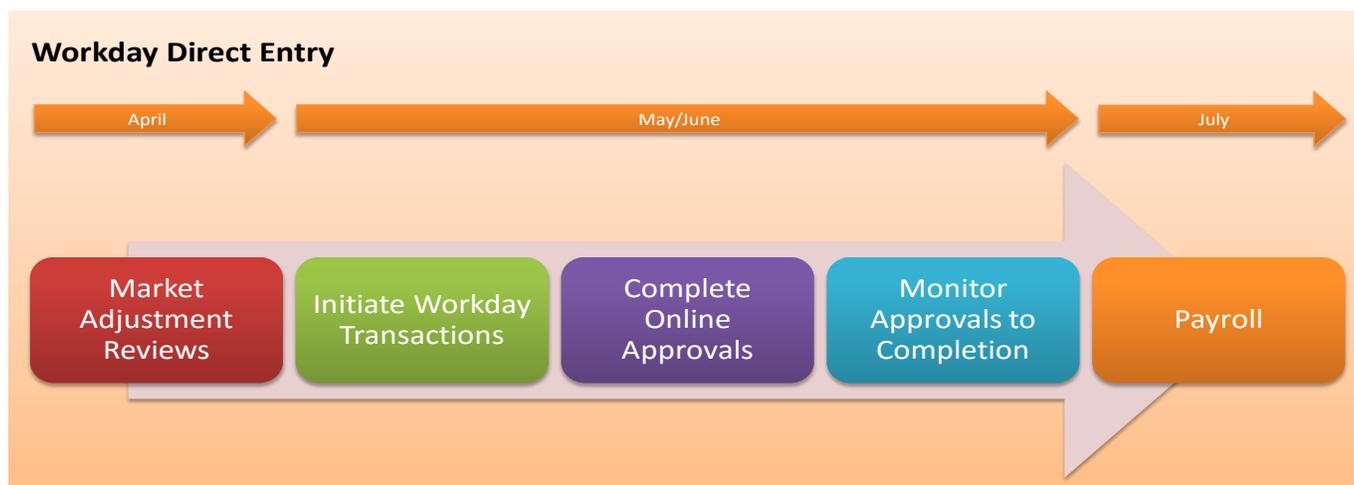## OPTION 1 – DIRECT WORKDAY ENTRY (STAFF AND FACULTY)

Available for: All comp changes, one-time payments (bonuses), and costing allocations

Pros: Complete on own schedule; no testing required; recommended for complex transactions

Cons: Full Workday approvals required. Note approvals are different for faculty and staff (see approvals documentation below)

Compensation changes, bonus payments, and costing allocations can be initiated directly in Workday by HR Partners, HR/Payroll Analysts, and SBOs. These transactions are effective dated and can be done in advance. This option is well suited for administrative areas or for individual exception transactions in the academic areas. Direct entries can be used in combination with EIB options, but care should be taken to avoid duplication and possible contention between multiple methods. Corrections and updates to transactions previously loaded may be performed but only after those transactions are fully complete and approved.

Full Workday online routing applies. Note there are different online approvals in Workday for faculty and staff (see the approval documentation below). The Merit Toolkit may be used to support this process.

Workday Direct Entry

April → May/June → July

| Market Adjustment Reviews | Initiate Workday Transactions | Complete Online Approvals | Monitor Approvals to Completion | Payroll |

OPTION 2 – EIB LOADS (MASS LOADS) - STAFF

Available for: High volume (50+) or generated by Merit Toolkit for staff comp changes, one-time payments (bonuses), and costing allocations
Pros: Mass entry from Excel; comp market and exception only approvals in Workday.
Cons: EIB template preparation and testing required; may not be more efficient.

Departments may prepare compensation, bonus, and costing allocation changes in spreadsheets (either manually or by using the Merit Toolkit) and request EIB loads. The templates for these processes are standardized and must be followed exactly. There are separate templates for comp changes, one-time payments, and costing allocations. This option is best suited for large transaction volumes, regulatory increases managed centrally, or academic units using spreadsheets for Provost approval.

Only exception approvals are required in Workday which are slightly different for administrative units versus those reporting into the Provost (see approvals documentation below).

EIBs are best suited for standard updates without a high level of complexity. This includes updates to single compensation plans and limited cost allocation splits with single start and end dates. For complex entries, it is best to use direct entry, or include the basic entries in an EIB then review and enhance the transactions online in Workday after the EIB completes.
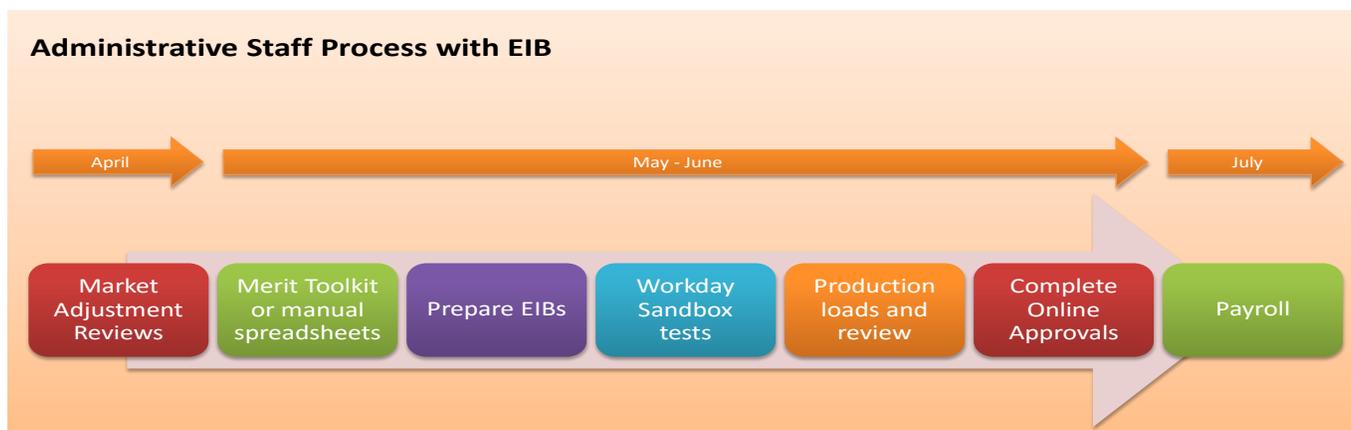
The Merit Toolkit may be used to support this process and will easily convert to EIB format for loading into Workday.
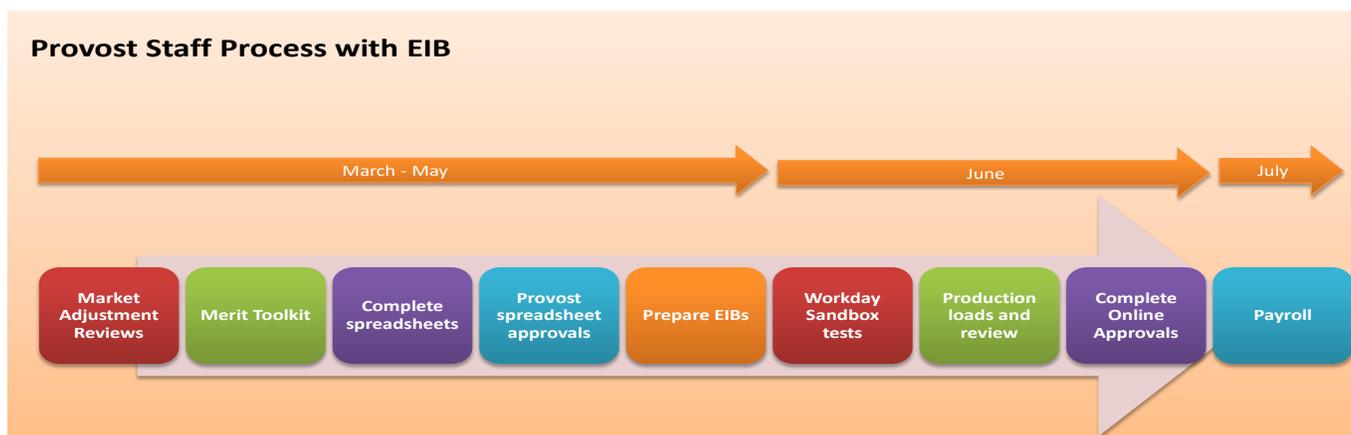
The following stipulations apply:
- **One consolidated EIB** per department/SBO is expected.
- **Schedule** – EIBs should be submitted to HRIS as soon as they are available to help processing throughput during peak times. Compensation on one-time payment EIBs will be loaded a soon as they are received,

tested, and approved. *Costing allocations cannot be loaded until the pay period they take effect* to avoid impacting previous allocations in effect. See the Key Dates schedule for more information.

- **Restrictions –** changes for individuals approving the EIB load may not be in the final EIB spreadsheets sent to HRIS. If using the Merit Toolkit these lines may be indicated to exclude from the EIB. These should be completed manually using the direct entry method (Option 1). HRIS will review the file for this control, remove restricted transactions if found, and notify the approver.

- **Transaction Volume** – Requires a minimum of 50 comp transactions per EIB (excepting units reporting into the Provost).

- **Compensation Partner review** for all market adjustments should be obtained in advance.

- **Comments** – the compensation and costing allocation EIBs support just one comment per EIB (not at the detailed transaction line level). The overall comment should reflect required approvals by the SBO and a delegate approving the increases on behalf of the dean or vice president. One-time payment (bonus) EIBs support individual line comments.

- **Request** – The request should be sent to the HR Service Center (uschr@usc.edu) which will open a case for the HRIS team. If the Merit Toolkit was not used, the HRIS analyst will provide the required spreadsheet templates and review the process with the requester.

- **Testing** – All EIB loads require the following steps:
  - **Testing** – all EIB loads will be tested and reviewed by appropriate individuals in the Workday Sandbox.
  - **Approval to Load** – all production loads must be approved by the SBO and a delegate approving the increases on behalf of the dean or vice president. Both should state that they have reviewed the spreadsheet.
  - **Production Review** – The requesting unit is responsible to review and verify final production results. A report is being developed to verify load results for EIBs generated from the Merit Toolkit.

- Caution is advised to **avoid duplicating transactions** over multiple EIBs or with direct entries. EIBs should complete prior to performing corrections to the same transaction or worker.

Administrative Staff Process with EIB

April	May - June	July

| Market Adjustment Reviews | Merit Toolkit or manual spreadsheets | Prepare EIBs | Workday Sandbox tests | Production loads and review | Complete Online Approvals | Payroll |

Provost Staff Process with EIB

OPTION 3 – FSMS FACULTY EIB (MASS LOADS)

Available for: Academic units, faculty only, sourced from FSMS
Pros: Mass entry from Excel; no Workday approvals
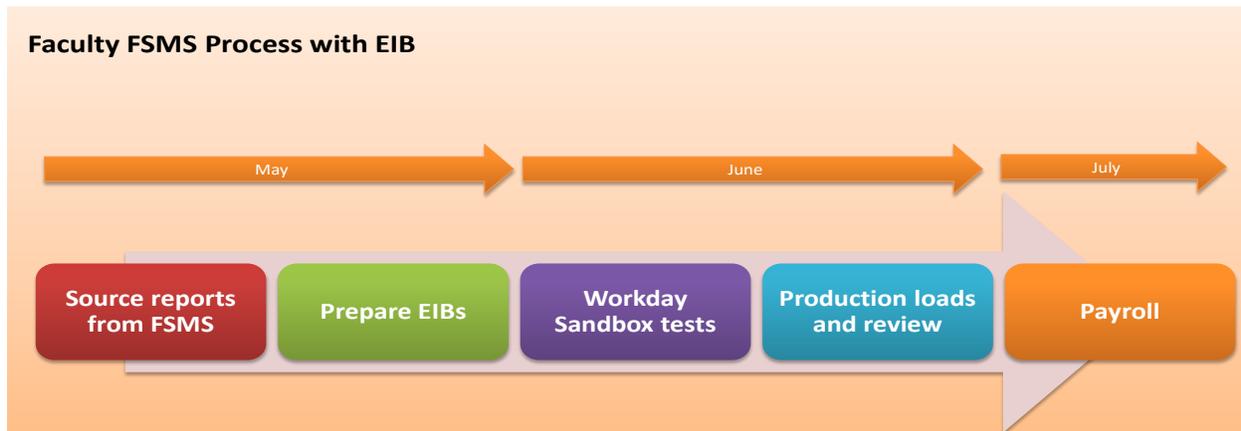*Cons: EIB template preparation and testing required; may not be more efficient.*

FSMS information for *continuing full time faculty* and *part time faculty with multi-year contracts* may be loaded into Workday via EIB. These are all monthly employees. Faculty Affairs will coordinate this process, which will involve schools reviewing, testing, and signing off on the EIB loads. All other faculty will be processed via the semester updates regularly performed by Faculty Affairs in coordination with the schools. Schools are asked to decide if they want to use this option when FSMS entries are submitted.

The following stipulations apply:

- Transactions sourced from FSMS will use EIB for **exempt employees** only.
- Only **continuing full time** faculty and **part time faculty with multi-year contracts** will be included.
- Schools should **choose between direct entry or EIB** for faculty, but should generally not use both, with exceptions for complex entries and corrections after an EIB load.
- **Transaction Volume** – there is no minimum volume requirement for these EIBs.
- **Comp Plans to Include** – the following comp plans may be included; all others should be entered directly after the EIB load is complete:
    - Core Pay, Sabbatical Core Pay, Administrative Stipends (separate EIB), and other supplemental pay as determined with individual schools.
- **Comments** – the compensation and costing allocation EIBs support just one comment per EIB (not at the detailed transaction line level). The overall comment should reflect required approvals by the SBO and an individual representing approval on behalf of the dean.
- **Sabbaticals** – comp plans and costing allocations will be loaded via EIB as coordinated with the Office of Budget and Planning. These will be included in the same file with other contract increases. Faculty Affairs

will assist in calculating required changes to core comp. Once complete, the unit should verify the results and place the person on sabbatical leave.

- **Cost Allocations** – support is provided for one cost allocation per worker. Splits should be entered directly after the EIB is loaded and when account distribution is known.
- **Testing** – All EIB loads require the following steps:
  - **Testing** – all EIB loads will be tested and reviewed by appropriate individuals in the Workday Sandbox. A Workday custom report, filtered to a specific EIB load, is available in both the Sandbox and production environments. The HRIS Analyst will provide instructions on using this report.
  - **Approval to Load** – all production loads must be approved by the SBO and an individual representing approval on behalf of the dean. Both should state that they have reviewed the spreadsheet.
  - **Production Review** – The requesting unit is responsible to review and verify final production results.
- **Questions should be directed to Faculty Affairs**:
  - David Haugland (haugland@usc.edu)
  - Jacob Kroeze (jkroeze@provost.usc.edu)

Faculty FSMS Process with EIB

| May | June | July |

| Source reports from FSMS | Prepare EIBs | Workday Sandbox tests | Production loads and review | Payroll |

PROCESS STEPS	
May 8	Schools decide on entry method for FSMS faculty (EIB load or direct Workday entry) and communicate decision to Faculty Affairs.
May 8 – May 12	Faculty Affairs outputs and distributes FSMS faculty pay information by school.
May 15 – May 31	Schools review the spreadsheet for accuracy and update costing allocations.
May 15 – June 1	Schools request an EIB load via the HR Service Center (or proceed with direct Workday entries).

June 1 – June 15	HRIS converts the spreadsheets to EIB format and performs a test load in Sandbox.
	Schools review test load in Sandbox. The EIB batch report will be available to reconcile results.
	Schools provide written approval to proceed with production load.
	HRIS loads the file to production. Any errors/unloaded transactions will be reported back to the requestor.
	Schools validate production load results.
	Compensation loads should be completed by June 15.
July 5 - 7	HRIS loads cost allocations. Requestors will be notified and should validate the load and proceed with any cost allocation changes or additions.

WORKDAY APPROVALS

BASE/CORE COMPENSATION APPROVALS

Approver	Option 1		Option 2		Option 3
	Direct Entry **STAFF**	Direct Entry **FACULTY**	Admin EIB **STAFF**	Academic EIB **STAFF**	Academic EIB **FACULTY**
Attestation of Pre-Approval Via email to HRIS with EIB	None	None	Minimum of 2 reviewers required SBO + Dean/VP Designee		
HR Executive - _decreases > 15%_	Yes	No	Yes	Yes	No
Comp Partner – _market increases only_	Yes	No	Yes	Yes	No
Department Admin Approver – _when assigned and not hospitals_	Yes	No	No	No	No
SBO – _all comp changes_	Yes	Yes	No	No	No
Development HR Approver - _development jobs only_	Yes	No	No	No	No
Manager – _all comp changes_	Yes	No	No	No	No
Manager's Manager - _all increases > 5%_	Yes	No	No	No	No
Dean/VP – _for all increases > 5%_	Yes	No	No	No	No
Senior VP – _for merit increases > 5% and market increases > 10%_	Yes	No	Yes	No	No

BONUS ONE-TIME PAYMENT APPROVALS

Approver	Option 1		Option 2		Option 3
	Direct Entry STAFF	Direct Entry FACULTY	Admin EIB STAFF	Academic EIB STAFF	Academic EIB Faculty
Attestation of Pre-Approval Via email to HRIS with EIB	None	None	Minimum of 2 reviewers required SBO + Dean/VP Designee		
Manager	Yes	No	No	No	No
Manager's Manager	Yes	No	No	No	No
Development HR Approver – *development jobs only*	Yes	Yes	Yes	Yes	No
Department Admin Approver - *when assigned and not hospitals*	Yes	Yes	No	No	No
SBO – *all one-time payments (bonuses)*	Yes	Yes	No	No	No
Dean/VP – *all bonuses*	Yes	No	No	No	No
Senior VP – *if bonus/award >= $1,000*	Yes	No	Yes	No	No

APPROVAL COMMENTS

Workday approvals require informative comments from each approver to document and justify the request and to provide online information to additional approvers on which to base their decisions. *Document attachments are discouraged* – the business process comment fields should provide everything approvers need to make a decision. Note this applies to Workday approvals – for EIB loads which may skip approvals the overall comment is expected to log appropriate approvals and departments are expected to maintain their own record of justifications for exception comp increases and bonuses. Exception documentation (other than market increases which will be documented by the Compensation Partner) should be loaded into Workday.

Compensation Changes

- **Compensation Partner**
  - **Market Increase -** Provide summary of market benchmark analysis for all market increases. Document most important rationale in the comment section (e.g. summary of the benchmarks).
- **Manager**
  - **Merit Increase -** Fully justify extraordinary increase (anything over 5%) with performance related rationale. Provide approvers later in the chain rationale for why such a large increase is warranted.
  - **Market Increase -** Provide rationale for why performance would place the employee appropriately at the benchmark percentile (as indicated by the Compensation Partner).
- **Manager's Manager**
  - **Merit Increases and Market Adjustments -** Optionally provide additional insight regarding support for the extraordinary increase.
- **Dean/VP**
  - **Merit Increase -** indicate support for extraordinary merit increase.
  - **Market Adjustment -** optionally indicate support for market increase.

Bonuses

- **Manager –** Justify the bonus with performance and/or accomplishment rationale.

Schedule – Key Dates

FEB 13	MAR TBD	MAR 9 - 14	MAR 14 – APR 30	MAR 15	MAR 20 – APR 14	APR 3 - 7	APR 7	APR 15	MAY 15	MAY 31	JUNE	JULY
Provost's faculty salary memo released	KBC open for budget review and updates	Process Orientations	Performance scores refreshed from Workday to BI twice weekly	Merit Toolkit available	Merit Toolkit working labs	FSMS Submissions	FSMS entry deadline	Request staff market increase reviews	FSMS approvals / Earliest date to submit EIBs	Complete market reviews	• Load EIBs • Direct Entry • Monitor Approvals	Review results/audit payrolls
FSMS data entry begins								Academic spreadsheets due to Mark Todd	Process comp spreadsheets and prepare EIBs			KBC budget recon

University Biweekly

JUNE		JULY					
1	29	6	7	12	13	19	
EIBs due to HRIS	First FY18 pay period start	Cost allocations loaded	Comp and One-Time payments complete	First FY18 pay period end	Final date to make changes in Workday	First FY18 pay date	

Monthly

JUNE	JULY					
12	1	5	14	19	26	31
EIBs due to HRIS	First FY18 pay period start	Cost allocations loaded	Comp and One-Time payments complete	Final date to make changes in Workday	First FY18 pay date	First FY18 pay period end

Hospital Biweekly Verdugo Hills (non-union)

JUNE		JULY				
12	25	3	5	7	8	14
EIBs due to HRIS	First FY18 pay period start	Cost allocations loaded	Comp and One-Time payments complete	Final date to make changes in Workday	First FY18 pay period end	First FY18 pay date

Hospital Biweekly Keck/Norris (non-union)

JULY			AUGUST			
13	23	31	2	4	5	11
EIBs due to HRIS	First FY18 pay period start	Cost allocations loaded	Comp and One-Time payments complete	Final date to make changes in Workday	First FY18 pay period end with new rates	First FY18 pay date

DATE GUIDELINES

COMPENSATION PLAN DATES

Based on revisions made in 2016, compensation plan end dates should follow these guidelines:

Compensation end dates are NO LONGER used on the following compensation plans:
- Not for base pay
- Not for base pay hourly
- Not for car and mobile ongoing allowances
- Not for fixed term

Compensation end dates ARE used on the following compensation plans:
- All faculty comp plans
- Students
- Post Docs
- Overloads
- Housing Allowance
- Housing Subsidy
- Child expense
- Living Allowance
- Neighborhood home ownership program

COMPENSATION PLAN DATES		
	START	**END**
Faculty on 9/9	8/16/2017	5/15/2018
Faculty 12/12 or on academic pay (9/12)	7/1/2017	6/30/2018
Faculty – all other – comp plan dates to match contract dates and cannot spread longer than contracted.	Match Contract	Match Contract
Exempt Staff	7/1/2017	No end date
Non-Exempt Staff – University Biweekly	6/29/2017	No end date
Non-Exempt Staff – Hospital Biweekly , Verdugo Hills Hospital	6/25/2017	No end date
Non-Exempt Staff – Hospital Biweekly, Keck/Norris	7/23/2017	No end date
Fixed Term Employees	Start of first pay period increase takes effect	No end date

COSTING ALLOCATION DATES

Cost allocation end dates are no longer required if:

- Employee type is staff
- Allocation is at "worker/position" level
- If no end date for funding is known
- Funding is not grant or otherwise restricted

Cost allocation end dates are required if:

- Employee type is faculty
- Funding source is a grant
- Funding is restricted
- *Note the ending date must always match the last day of the pay period for which the allocation applies. Do not use mid-period end dates.*

Note: you should contact your SBO to confirm required protocols for your unit.

COSTING ALLOCATION DATES			
TYPE	**START**	**END**	**COMMENT**
Exempt Staff (match comp plan dates)	7/1/2017 If changing	See rules above	
Non-Exempt Staff – University Biweekly	6/29/2017 If changing	See rules above	
Faculty – 12 month DPP academically enabled comp plans, should match the DPP dates	7/1/2017	6/30/2018	
Faculty – 9 month DPP academic enabled comp plans, should match the DPP dates	8/16/2017	5/31/2018	
Faculty, all other comp plans, match the comp plan start dates, the ending date equals last pay period.	8/16/2017 or start of work assignment	5/31/2018 or last day of pay period work assignment ending	Includes work assignments and stipends.
Verdugo Hills Hospital – Hospital Biweekly	6/25/2017	See rules above	
Keck/Norris – Hospital Biweekly	7/23/2017	See rules above	

AUDITING GUIDELINES

- **Workday Production** - HR Partners (or their delegates) are expected to monitor progress in Workday. The following reports are available to support this effort:
  - *Business Process Transactions of Type Awaiting Action* – Returns transactions for a specified business process that are in progress and indicates where the transaction is sitting
  - *HCM Data Validation – Future Comp Plans* - Returns workers and their comp plans in effect as of a specified date
  - *HCM Data Validation – Future Comp Plans Missing* – Returns workers with missing comp plans as of a specified date

REMINDERS AND TIPS

- Review your spreadsheet - Once you have completed your merit spreadsheet, please review for accuracy.

- Determine your primary method of entry: EIB or direct entry. Some transactions (as detailed on page 7) should only be entered directly into workday.

- Obtain departmental approvals - Before you submit your spreadsheet for provost approval and/or EIB processing, it is a requirement that the dean/VP of your unit and your SBO have reviewed and approved the spreadsheet.

- Academic units and provost administrative units only: please send your completed spreadsheets to Mark Todd (mtodd@provost.usc.edu) no later than April 15, 2017. This sheet should include all staff currently employed by your department regardless of whether or not they are receiving an increase.

- Workday direct entry - Enter all records (as needed) via direct entry with the appropriate effective date of the new rate. Do not enter those that you submitted through the EIB process.

- Workday sandbox validation - Once prompted by the HRIS team, please make sure you thoroughly validate and audit the entries in sandbox.

- Workday production validation - Please make sure you validate all data in workday to confirm that all of your employees will be paid correctly.