THE MERIT REVIEW PROCESS
For Student Employees

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

Your student merit review document will be in your Workday Inbox.
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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Help text from SFS

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, studying 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@svfseattle.edu or refer to the step-by-step training documentation.

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

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<table>
<thead>
<tr>
<th>Student</th>
<th>Current Hourly Rate</th>
<th>Hourly Rate Increase Amount</th>
<th>Merit</th>
<th>Proposed Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11.50</td>
<td></td>
<td></td>
<td>12.00</td>
</tr>
<tr>
<td></td>
<td>$11.00</td>
<td>0.25</td>
<td></td>
<td>11.25</td>
</tr>
<tr>
<td></td>
<td>$11.00</td>
<td>0.30</td>
<td>End Student Job</td>
<td>11.00</td>
</tr>
</tbody>
</table>
Enter hourly increase amount.

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

New hourly rate

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

Click Done.

After you submit, in the Archive tab of your Inbox, you can click More Details to see what you submitted.
That's all – thank you!

You can export the table to Excel or print it.