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.
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.)

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

Click Done.
That's all – thank you!

You can export the table to Excel or print it.