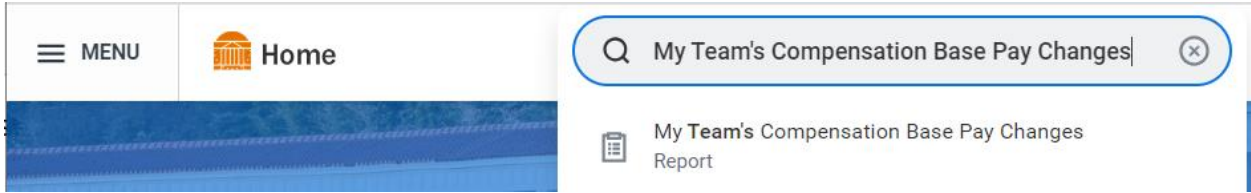


1. In Workday, navigate to the report called **My Team's Compensation Base Pay Changes**.

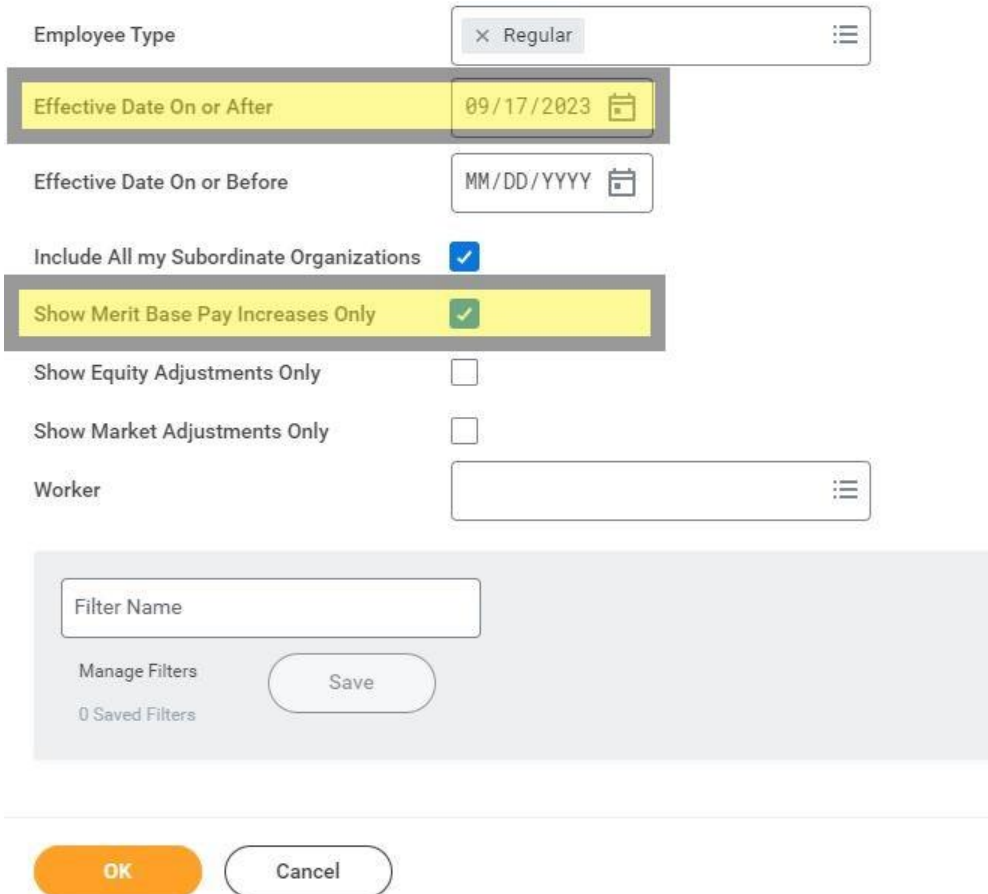


The screenshot shows the top navigation bar of the Workday system. On the left, there is a 'MENU' icon and a 'Home' button with a house icon. On the right, there is a search bar containing the text 'My Team's Compensation Base Pay Changes' and a close button (X). Below the search bar, a dropdown menu is visible, showing a calendar icon and the text 'My Team's Compensation Base Pay Changes Report'.

2. Be sure to change the date to 9/17/2023 and check the box to only see your direct reports who are receiving a Merit (Annual Increase) Adjustment.
3. Click OK to run the report.

## My Team's Compensation Base Pay Changes

**Instructions** If you have any questions on running this report, please reach out to AskHR@virginia.edu



The screenshot shows the configuration form for the 'My Team's Compensation Base Pay Changes' report. The form includes several fields and checkboxes:

- Employee Type:** A dropdown menu with 'Regular' selected.
- Effective Date On or After:** A date field with '09/17/2023' entered and a calendar icon.
- Effective Date On or Before:** A date field with 'MM/DD/YYYY' as a placeholder and a calendar icon.
- Include All my Subordinate Organizations:** A checkbox that is checked.
- Show Merit Base Pay Increases Only:** A checkbox that is checked.
- Show Equity Adjustments Only:** An unchecked checkbox.
- Show Market Adjustments Only:** An unchecked checkbox.
- Worker:** An empty dropdown menu.

At the bottom of the form, there is a 'Filter Name' input field, a 'Manage Filters' button, and a 'Save' button. Below these, it says '0 Saved Filters'. At the very bottom of the page, there are two buttons: 'OK' (highlighted in orange) and 'Cancel'.