

Faculty Merit Increases

Frequently Asked Questions

Last Updated: April 13, 2025

When are merit increases approved?

Merit increases are approved by the Vice Provost for Faculty and are effective July 1. Schools enter proposed merit increases in Workday and share their proposed increases with the Vice Provost for Faculty's Office by the requested timeline. The proposed increases undergo several steps for review and approval. Per the salary guidelines found in the Almanac, any merit increase greater than **max%** or less than 1% must be explained. Local administrators will be made aware of any changes in proposed increases.

Faculty member not showing in merit grid

To ensure that all eligible employees are included in the Workday merit grids, and that any merit increase is processed appropriately, Schools and Centers are responsible for running the following reports in Workday and making all necessary changes:

- **Merit Eligibility Audit for Staff and Academic Workers** – This report provides an analysis of merit eligibility for Staff and Academic Workers. Descriptive flags are included in the results to highlight potential issues that require review, which may impact eligibility or inclusion in the merit process in Workday. Utilize the descriptions on the following columns: *Eligibility Status/Description*, *Ineligible for Merit Reason*, and *Investigation Needed Reason* for the explanation of the investigation.
- **Merit Eligibility Audit - Employees with Mismatched Merit Plans that Require Removal** - This report displays employees with mismatched merit plan types. For example: An Academic worker has a Staff Merit plan assigned. In this case, that plan is not appropriate and should be removed and replaced with an Academic Merit Plan via a compensation change. Employees displayed in this report should have the merit plan removed via a compensation change. **The removal must have an effective date before March 1 of the current year to be excluded from the merit process.**

As a reminder, if a staff or academic worker is moving from one merit-eligible job to another merit-eligible job and already has a merit plan on their Workday compensation record, the initiator of the staffing transaction must ensure that the merit plan remains with the original effective date. Instructions on how to revert back to the original merit plan effective date on change job processes can be found in [Workday News and Announcements](#).

Job Change Effective Date

Faculty job changes should not have an effective date while the merit process is open, mid-May through June 30th. If you have a special case that requires a job change to be effective during this time, submit a ticket to the Penn Employee Solution Center prior to initiating the change. See chart below:

	Transaction Successfully completed in Workday today	Submitted in Workday, but transaction is still in progress (not yet complete)	Transaction not yet initiated
Comp change effective 7/1	Will require a comp change initiated in Workday on or after 7/1 to update salary.	Cancel the in-progress transaction and resubmit in Workday on or after 7/1.	Submit in Workday on or after 7/1.
Comp change effective between merit start and 6/30	Good. Worker will be in the merit grid at their reduced salary.	Transactions should be successfully completed in Workday before merit launches.	Submit and successfully complete before merit launches. If wanting to submit between when merit launches and 6/30 that will require a ticket to the SC to remove from merit process to allow for initiating the comp change transaction.

Promotions effective July 1

Per the Vice Provost for Faculty, faculty being promoted effective July 1 are eligible for and should receive merit increases prior to their promotion. Promotion cases may be entered in Interfolio RPT and reviewed at any PSC(S) meeting prior to their effective date. Once approved, these promotions must be entered and complete in Workday **after** July 1, prior to the close of July payroll.

Workday Merit Grid

In the merit grid, enter information related to the merit increase the faculty member is receiving. **Do not enter any increases that are due to their promotion.**

- Do not enter a promotion-related salary increase in the Additional Adjustments portion of the Workday merit grid.
- The Workday merit grid is based on a faculty member's expected compensation on June 30, using information from transactions completed in Workday before the opening of merit on mid-May.

Promotion Processing in Workday

All approved faculty promotions effective July 1 must be entered in Workday **in July 20XX before the close of payroll**. See [Academic Appointments Reference Guide](#) for information on how to enter an academic promotion in Workday. Records of approved promotions are reportable using the FAN in BusinessObjects. Contact fa-project-help@pobox.upenn.edu if you need help running the FAN.

Equity and retention

If the faculty member is receiving additional compensation for equity or retention effective July 1, include the amount in the Additional Adjustments field in the Workday merit grid. Note the reason for the additional amount in the comments field. Equity adjustments must be noted separately from other adjustments (e.g., retention).

New Administrative Appointment as retention incentive

In most cases, an administrative appointment should be added as an Additional Job. Do not add additional compensation for the new appointment as part of the Workday merit grid. Be sure to add a new Academic Appointment in Workday for the administrative appointment.

Additional Adjustments

The additional adjustments field in the Workday merit grid is to be used for increases to base salary. This is used for equity and retention adjustments, **not** for promotions or compensation related to additional responsibilities.

Leaves

On leave during merit window

Paid leave

Those on paid leave will automatically be shown in the Workday merit grid. No special attention is needed.

Reduction in duties

Faculty who have a reduction in duties during the merit window and who will continue with the reduced duties as of July 1 should remain in the merit process in Workday. Contact the Office of the Vice Provost for Faculty if you have questions about how to handle specific cases. In the Faculty Merit Review Template, explain the scenario.

Unpaid Leave

Faculty on unpaid leave will not be part of the merit process in Workday. Manually add them to the Faculty Merit Review Template, noting when they will return from leave.

Leaves beginning July 1

100% Paid leave

This leave does include a compensation change and can therefore be submitted at any time. Changing costing allocations may cause a soft alert in Workday, but can still be submitted at any time and approved at a PSCS meeting.

Unpaid leave

Because these leaves include a compensation change, they should wait until July 1 to be entered.

In May or June, Contact Colleen McEntee, Associate Director of Faculty Affairs, to ask for the Vice Provost for Faculty's permission to enter a compensation change before the leave can be approved at PSCS. Please send one request with all affected faculty members in your area.

During the merit window, give faculty members their merit increase in Workday.

In July:

1. July: enter a [Request Compensation Change](#) action in Workday to bring the faculty member's compensation to the reduced or unpaid amount appropriate to the leave.
2. Once the Compensation Change is approved, but before the July PSCS meeting: [enter the leave in Workday](#). It will be reviewed and approved at the July PSCS meeting.

Other Faculty Actions in Workday

Both Extensions and Reappointments occur in the Academic Unit only in Workday.

Extensions

Extensions can be entered at any time for review at the corresponding PSCS meeting. Approval at PSCS will be followed by approval in Workday. This will have no impact on the merit process.

Reappointments

Reappointments can be entered in Workday as soon as they are approved at PSCS and in Interfolio. If needed, Terminal Reappointments can be entered in Workday as soon as tenure and promotion are denied or another decision is made that requires a Terminal Reappointment. This will have no impact on the merit process.

New Appointments

Incoming faculty and existing faculty who are receiving new appointments can be entered into Workday at any time, once the appointment is approved. For those who are already at Penn, their new appointments are unlikely to be associated with jobs that are eligible for merit increases.

Awarding Named Professorship

An Update Academic Appointment transaction awarding a Named Professorship can be submitted in Workday whenever the school is ready to do that action. It will be reviewed at the PSC meeting for which it was submitted. Entry and approval in Workday will not affect merit.

Termination

If a faculty member is terminating with a traditional retirement or other termination reason on or before June 30, the termination action can be entered at any time. Please send an email to the Solution Center so these faculty can be removed from the merit process.

FIAP

The Provost's Office manages the FIAP transaction in Workday for all faculty participating in the program. Those going on FIAP effective July 1 will not be part of the merit process. For questions about specific cases, contact Amy Collins.

Change in Track

A track change transaction can happen at any time.

Contact the Penn Employee Solution Center solutioncenter@upenn.edu with any additional questions.