

FY27 Merit Proposal Worksheet

General Instructions

- 1) **Open the FY27 Faculty folder** – locate the excel worksheet for your department and begin review. *For help with access to the folder, please contact Keying Wen kwen1@uw.edu*
For example:

Folder view: > **FY27 Faculty Merit** ▾ Share Copy link Download ... +

Buttons: All Documents + Add view [Icons: Word, Excel, PowerPoint, PDF]

Name ▾	Modified ▾	Modified By ▾
FY27 Merit Faculty - MSB	About a minute ago	Gerri A Williams
FY27 Merit Faculty - SET	About a minute ago	Gerri A Williams
FY27 Merit Faculty - SIAS	About a minute ago	Gerri A Williams
FY27 Merit Faculty - SNHCL	About a minute ago	Gerri A Williams
FY27 Merit Faculty - SSWCJ	About a minute ago	Gerri A Williams
FY27 Merit Faculty - SUS	About a minute ago	Gerri A Williams
FY27 Merit Faculty- SOE	2 minutes ago	Gerri A Williams

- 2) **Review the prepopulated preclusions** by checking the “**propose merit % column N**” and “**merit reason code**” **columns M and N (highlighted)** for each faculty member. Confirm that the listed preclusions are correct and that all eligible employees are included.
 - a) If correct, no further action is needed.
 - b) If incorrect:
 - Enter the updated reason in the “**Additional information**” column.
 - Use the “**additional information**” column to explain or provide any relevant details (for example, an effective date, clarification).
 - Do not remove the original merit reason code.

- 3) **Missing employees:** Faculty who are not listed are most likely excluded because they had zero

compensation at the time the report was run. Missing employees cannot be added directly to the final spreadsheet. Instead, the department should correct the data issue in Workday as soon as possible. If any related issues arise later in the process, we may reach out for updates. Departments should also notify the appropriate contacts listed below regarding missing employees.

NOTE: Missing faculty can be added onto a new tab: add-on with their merit decision.

4) **Part-Time Temporary positions**

Part-Time Temporary faculty, if listed on your spreadsheet, can be approved for merit via the load process, if returning fall quarter.

Confirm and submit: Once your review is complete, save a new copy of the worksheet in the same one drive folder. **(Don't overwrite the original)** Rename the file to include the word "confirmed" in the file name *(Example: FY27 Faculty Merit Department Name - confirmed)* The confirmed worksheet must be uploaded by **noon on**

For Faculty HR Assistance with SharePoint access please contact :

Keying Wen – AHR Manager kwen1@uw.edu

