CAREER MANAGER JOB AID

BONUS RANKING

The Bonus Ranking process is used in Workday for Career Managers to assign an initial bonus rank to direct reports. The initial bonus rank will be calibrated and finalized by leadership teams.

1. From the Workday homepage, click the Workday Inbox worklet.

2. Open the action Manager Evaluation: Bonus Ranking from your inbox. You have two ways to assign your direct report to a Bonus Rank of 1, 2, 3, 4 or Not Eligible.

**NOTE:** Not Eligible is reserved for the following staff;

- Staff or Sr. Staff were hired or promoted after the cut-off date for bonus consideration
- Staff or Sr. Staff that do not meet the average weighted FTE requirement of => .50

You can either use the Guided Editor to be walked through the process step by step, or the Summary Editor to see everything on one page.
NOTE: A pop-up box titled Employee Talent Analysis appears in the Manager Evaluation: Bonus Ranking related to Performance Improvement Plans (PIPs) or Disciplinary Actions (DAs). This pop-up box auto-populates for ALL employees regardless if they have a PIP or DA, but you can click the x to hide the pop-up box. Details will display for those who have had a PIP or DA within the past 3 years. If the PIP is still active, career managers should make sure that the employee is making progress against the PIP, and that areas for development are being addressed as appropriate.

3. Using the drop down, select the employee’s rank.

4. Once you have ranked your employee, click Submit.

5. Then click Done. If you have additional employees to rank, you can do so.

UP NEXT: Human Resources to review and edit the bonus calibration with applicable leadership.