IRVINE CONSOLIDATED

Compensation Review Checklist

Preparing for Launch

	Preparing for Launch	Workday Notes
✓	Review & update compensation participation rule sets	Maintain Compensation Review Participation Rule Sets
✓	Audit Plan Assignments to ensure all workers who should be eligible are included in the process	Employee Compensation Audit Report
✓	Audit Security Groups involved in Compensation Review cycle to confirm assignments align with current process and staffing	View Security Group
✓	Audit & test the Configurable Grid to ensure it includes all desired fields in the Compensation Review process	View Configurable Grid
✓	Review & test all Compensation Validation Rules, both at the organization and individual levels	Maintain Compensation Review Validations
✓	Review & update Custom Reports to confirm they will support the latest process	View Custom Report
✓	Confirm all workers have received a rating from their Annual Performance Review (if applicable)	Employee Reviews Report (or build custom report)
✓	Review & test overall Process Pools to confirm they are being funded correctly	Requires initiating a process in your test tenant
✓	Review & test Individual Plan Targets for workers to confirm the awards are calculating correctly	Requires initiating a process in your test tenant
✓	Test to ensure parallel job changes and compensation changes are being handled correctly	Requires initiating a process in your test tenant

Prior to Launch

	Prior to Launch	Workday Notes
✓	Review & update key dates, plans, participation rules, and reasons on the Compensation Review Process templates	View Compensation Review Process Template
✓	Complete any reorganizations prior to launching the Compensation Review Process	This ensures the correct tasks go to the correct compensation planner