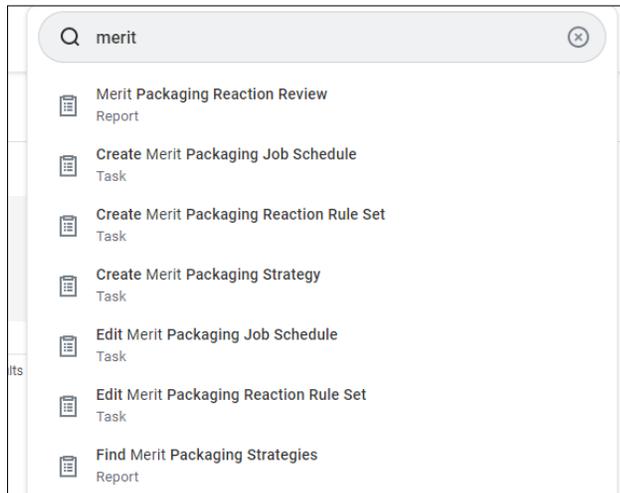


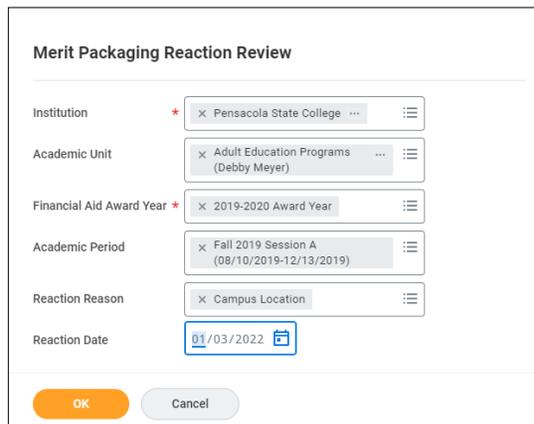
## STAFF

### Merit Packaging Reaction Review Report

1. Search for *Merit* in the search bar at the top of your Workday screen.



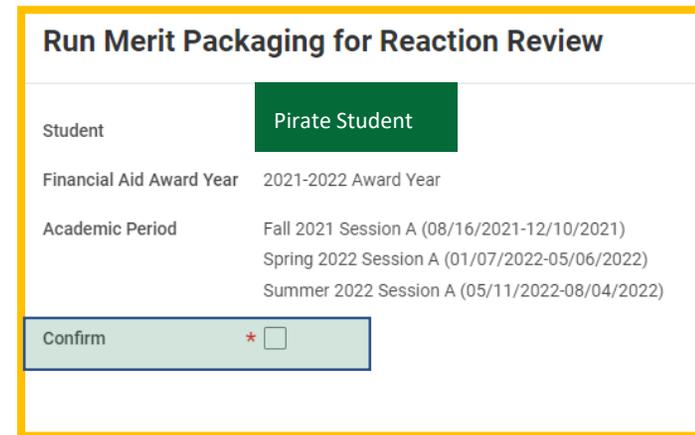
2. Click on *Merit Packaging Reaction Review Report*.
3. Fill in the appropriate parameters for your report.
4. Your report will display after clicking **OK**.



A screenshot of the 'Merit Packaging Reaction Review' form. The form has several fields with dropdown menus and a date field. At the bottom, there are 'OK' and 'Cancel' buttons.

Field	Value
Institution	Pensacola State College
Academic Unit	Adult Education Programs (Debby Meyer)
Financial Aid Award Year	2019-2020 Award Year
Academic Period	Fall 2019 Session A (08/10/2019-12/13/2019)
Reaction Reason	Campus Location
Reaction Date	01/03/2022

5. For an individual student, click on *Financial Aid* from a student profile.
6. Click on the *Run Merit Packaging* button.
7. Review the information and check the box next to *Confirm* to move forward.

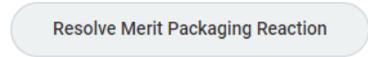



A screenshot of the 'Run Merit Packaging for Reaction Review' form. The form displays student information and academic details. At the bottom, there is a 'Confirm' button with a red asterisk and an unchecked checkbox.

Field	Value
Student	Pirate Student
Financial Aid Award Year	2021-2022 Award Year
Academic Period	Fall 2021 Session A (08/16/2021-12/10/2021) Spring 2022 Session A (01/07/2022-05/06/2022) Summer 2022 Session A (05/11/2022-08/04/2022)
Confirm	* <input type="checkbox"/>

8. Click **OK**.

To resolve Merit Packaging Reaction for the student, click:



9. Review and check the box next to *Confirm*.
10. Click **OK**.