For Student Managers

Manager Worklets

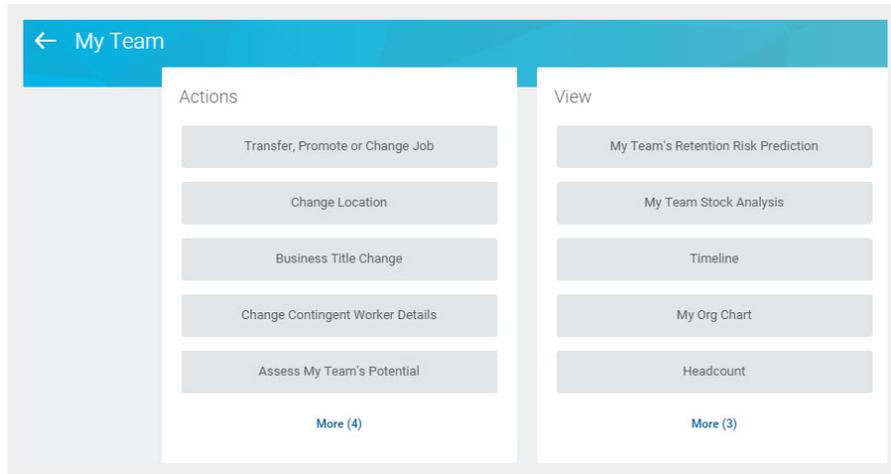As a manager, you will have access to additional worklets, such as Recruiting, My Team, and Team Time Off. For each worklet, related tasks or actions are found in the Actions section. Reports are found in the View section.

← My Team	
Actions	**View**
Transfer, Promote or Change Job	My Team's Retention Risk Prediction
Change Location	My Team Stock Analysis
Business Title Change	Timeline
Change Contingent Worker Details	My Org Chart
Assess My Team's Potential	Headcount
More (4)	More (3)

Note: Open Positions are listed in the Recruiting worklet.

Employee Data

As a manager, you can view specific information about your direct reports.

1. Click the **My Team** worklet.

2. Click the employee's name to view their worker profile. From here, you can find information about your direct report, including details about their job, pay, performance, and time off.

Note: The details you can view about your direct report will be based on your security settings as a manager.

Dashboards

Dashboards are pre-configured pages that contain key management information and actionable items related to specific functional areas within Workday. Targeted for managers, dashboards are populated with worklets that are specific to these functional areas.

You can drill down into links, Related Actions , and buttons within dashboard worklets to obtain more information or perform additional actions. Chart-based worklets are also configurable; you can change or configure the worklet chart to display the data in a different format.
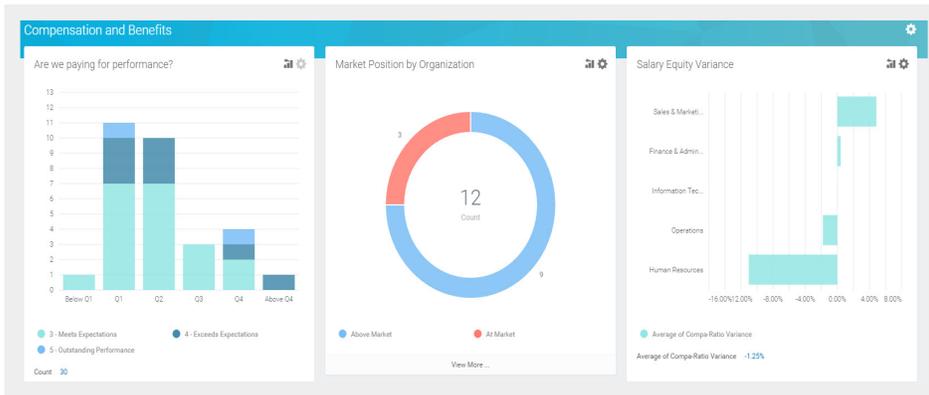
Business Process/Task Transaction Status

For each task you perform in Workday, there is a business process that defines required steps. To view the status of a task you performed in Workday:

1. Click your **Profile** icon > **Inbox**.

2. Select the **Archive** tab, which tracks all business processes you have initiated. The Actions tab will contain your business process tasks, approvals, and to-dos.
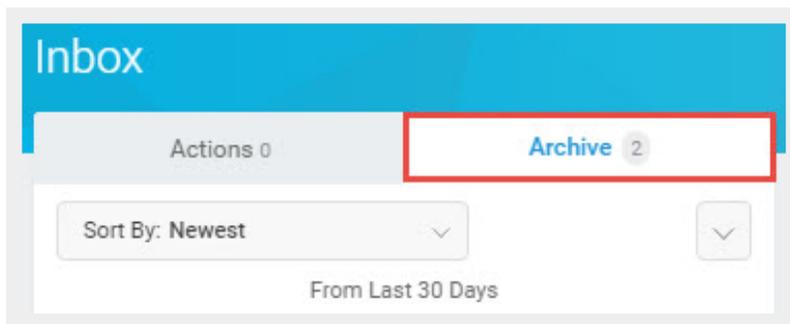
Inbox and Notifications

To view your Inbox:

1. Click the **Profile** icon > **Inbox**.

    The Actions tab will contain your business process tasks, approvals, and to-dos. Actions can be filtered from the pull-down menu.

    The Archive tab displays the process status of any business process you have been involved in.

2. Click **Notifications** from the Profile icon. Here, you can view configurable alerts (birthdays, anniversaries, time off, etc.) and reporting notifications.

Add Inbox Delegations

From the Profile menu:

1. Click **Inbox**, then the **Actions** tab.

2. Click the unlabeled **More** pull-down menu, and select **My Delegations**. Here, you can view your current delegations or add new ones.

3. Click the **Manage Delegations** button.

4. Select Begin and End dates to let the system know how long the delegation will last.

5. Select the person you want to delegate your Inbox to. Typically, this would be someone on your management team or one of your peer managers.

6. Select the business processes you want your delegate to do Inbox tasks on your behalf or select **For all Business Processes**.

7. Click **Submit.**

Approve, Send Back, or Deny Submitted Time

From your Inbox:

1. Access and review the submitted time entry in the Entries to Approve section.

3. Click the magnifying glass icon's **Related Actions** under Details to view more information.

4. Click **Approve**, **Send Back**, **Deny**, or **Close**. If you deny or send back the request, you will need to enter a reason.

5. Check the Process History section to verify that the time entry was approved.

Access a Worker's Time

From the My Team worklet:

1. Click the worker's **Related Actions** ⋯ > **Time and Leave** > **View Time Clock History**.

2. Enter a Start Date.

3. Click **OK**.

4. Click the **View Time Calendar for Worker** button. You have the option to reset the start date.

5. Click **OK**. The worker's time calendar displays their time block entries.

6. Click a time block to view more information on the event.

Modify or Delete a Worker's Time

From the worker's time entry calendar:

1. Click a time block to change details.

2. Click either **OK** or **Delete**.

3. Click **Submit** and verify that the information is accurate.

4. Click Submit again.

5. Click the **Details and Process** arrow and the magnifying glass icon's **Related Actions** to view more information.

6. Click the **Process** tab to view the approval status.
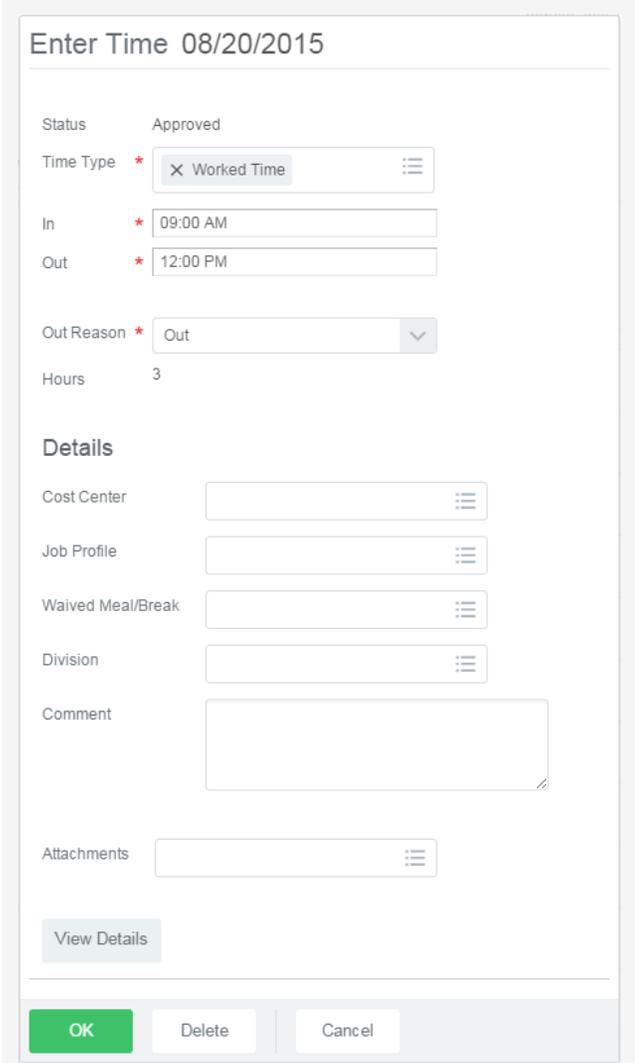
Enter Time 08/20/2015

Status	Approved
Time Type *	✕ Worked Time
In *	09:00 AM
Out *	12:00 PM
Out Reason *	Out
Hours	3

Details

Cost Center	
Job Profile	
Waived Meal/Break	
Division	
Comment	
Attachments	

View Details

OK   Delete   Cancel