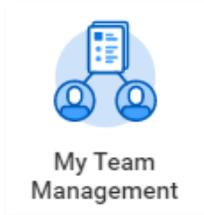


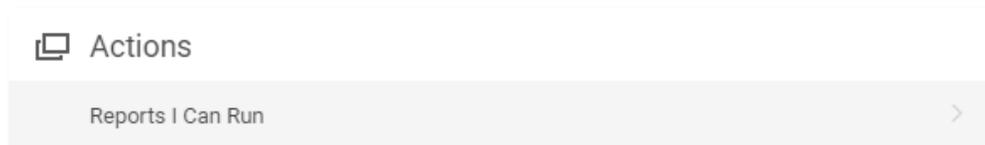
Within Workday there are a number of reports that are available to your position. This user guide will advise how to access and run these reports as a supervisor.

My Team Management

- 1 Select *My Team Management*.



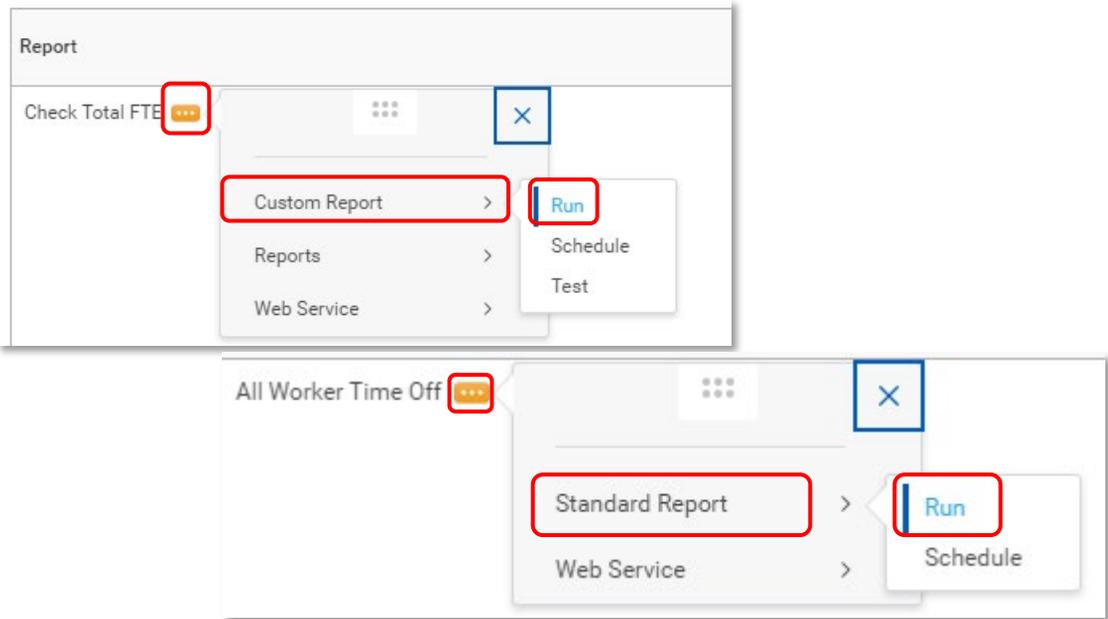
- 2 Select *Reports I Can Run*.



A list of reports you can run will appear including a brief description, source, report type and report owner.

Reports I Can Run Actions			
Report	Brief Description	Report Source	Report Type
Check Total FTE	View workers who have a full-time equivalency greater than a specified amount. Details include the worker's last name, first name, ID, worker type, and total FTE percentage. FTE value is based on Scheduled Weekly Hours. You can also see each job held, the supervisory organization, the job's percentage towards the total FTE, scheduled weekly hours, and time type. Required prompt: Include Workers with Total FTE Greater Than Optional prompt: View as of	Custom	Advanced
All Worker Time Off	View all the approved, pending, and denied time off requests for your workers to track the history and status of all time off requests. Leave one or both dates blank to perform an open-ended search. The report lists worker time off for one or more organizations where the worker's Time Off Date falls on or within the specified date range. Additional details include time off type, dates entered and approved, date off, and hours. Enables you to perform related actions to manage time off and leave for individual workers. Required prompt: Organizations Optional prompts: Include Subordinate Organizations, Start Date, End Date	Workday delivered	Advanced
Approved Time Off	View the approved time off requests for your workers, for example to help you maintain adequate staff levels. You can view information for one or more organizations	Workday delivered	Advanced

- 3 Select *Related Actions* > *Custom Report* > *Run* from the report you wish to run. For Workday Delivered Reports Select *Related Actions* > *Standard Report* > *Run* from the report you wish to run.



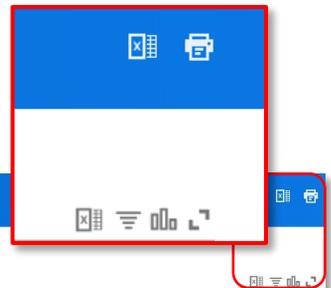
Depending on the report, you will be required to add additional information. Shown are some examples.

Check Total FTE	All Worker Time Off
Worker <input type="text"/>	Organizations * <input type="text"/>
	Include Subordinate Organizations <input type="checkbox"/>
	Include Managers <input type="checkbox"/>
	Start Date <input type="text" value="DD / MM / YYYY"/>
	End Date <input type="text" value="DD / MM / YYYY"/>
Flinders FTE Audit Report	
Instructions FTE value is based on Scheduled Weekly Hours.	
Effective as of Date <input type="text" value="DD / MM / YYYY"/>	
Include Workers with Total FTE Greater Than * <input type="text" value="0"/>	

4 Once any required additional information is entered, click **OK**.



Your report results will appear.



← Flinders FTE Audit Report Actions

Effective as of Date 31/03/2020 Include Workers with Total FTE Greater Than 0.25

7 items

Last Name	First Name	ID	Worker Type - Text	Total FTE % for Multi Job	Supervisory Organization	Job	FTE %	Scheduled Weekly Hours	Time Type
			Employee	100			100	36.75	Full time
			Employee	100			100	36.75	Full time
			Employee	100			100	36.75	Full time
			Contingent Worker	100			100	36.75	Full time
			Employee	100			100	36.75	Full time
			Employee	100			100	36.75	Full time
			Employee	100			100	19	Part time

The top right of the report results have the following:

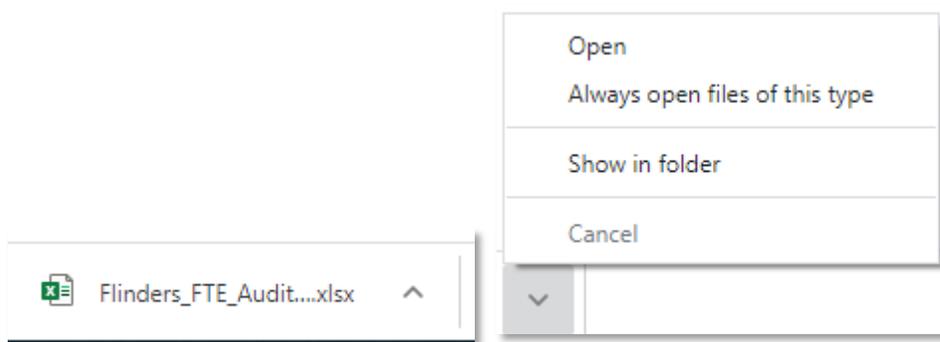
- Export to Excel 
- Print 
- Select to filter grid data 
- Expand/Collapse chart 
- Toggle Fullscreen Viewing Mode 

Export to Excel



When you choose Export to Excel, a download box will appear in the bottom left of the screen.

To open, click the up arrow and select *Open*. Select any other options from here you wish to use.



Your report will open as an Excel spreadsheet which allows you to filter and complete any Excel functions as required.

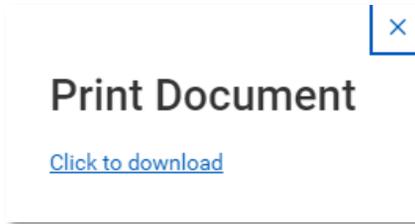
	A	B	C	D	E	F	G	H	I	J
	Last Name	First Name	ID	Worker Type - Text	Total FTE % for Multi Job	Supervisory Organization	Job	All Positions / Jobs FTE %	Scheduled Weekly Hours	Time Type
2				Employee	100			100	36.75	Full time
3				Employee	100			100	36.75	Full time
4				Employee	100			100	36.75	Full time
5				Contingent Worker	100			100	36.75	Full time
6				Employee	100			100	36.75	Full time
7				Employee	100			100	36.75	Full time
8				Employee	100			100	19	Part time

Print

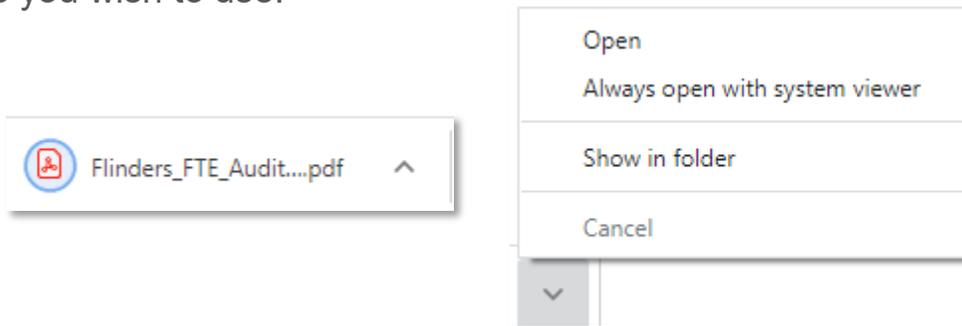


When you click *Print*, the *Print Document* pop up window will appear.

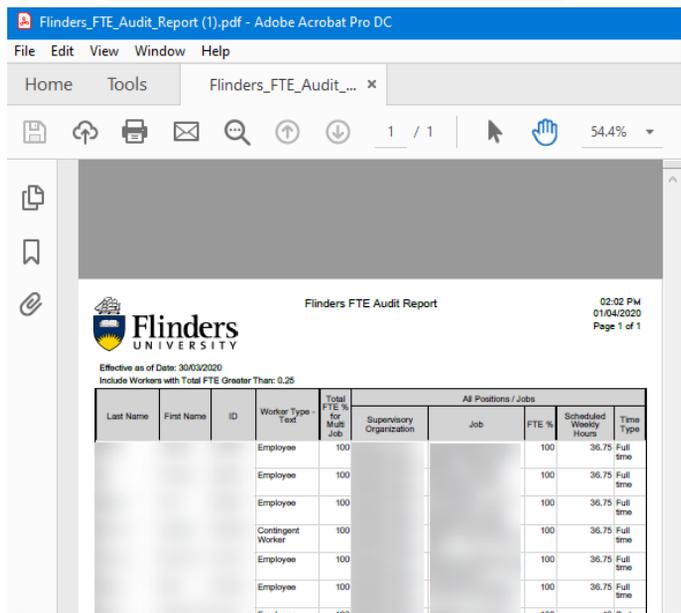
Click to download.



To print, click the up arrow and select *Open*. Select any other options from here you wish to use.



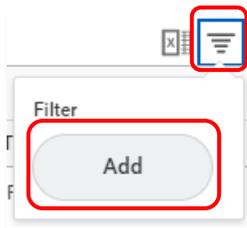
Your report will open in a PDF format in which you are able to print as you require.



Select to filter grid data

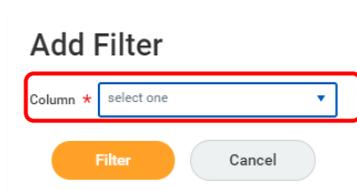


When you *Select to filter grid data* you are given the *Filter* option to *Add* a filter.

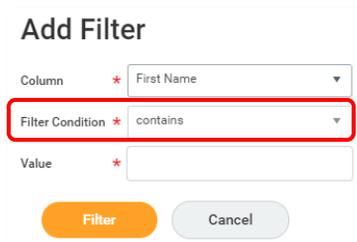


The *Add Filter* pop up window will appear.

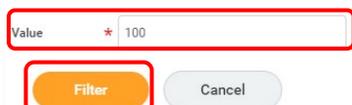
Select from the *Column* list. Note: the filter options are the same as the columns of the report.



Complete any *Filter Condition* you require. Note: filter condition will change depending upon the column you request to filter by.



Add a Value to your filter.
Click *Filter*.

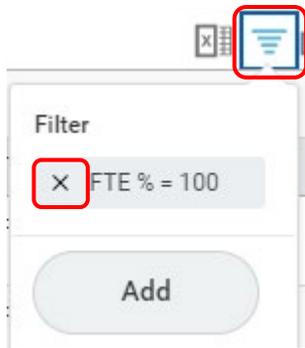


Your report will filter to the parameters you set.

Select to filter grid data



To remove a filter for grid data, click *Select to filter grid data*. Click the x and remove the required filter. Example below is FTE%=100

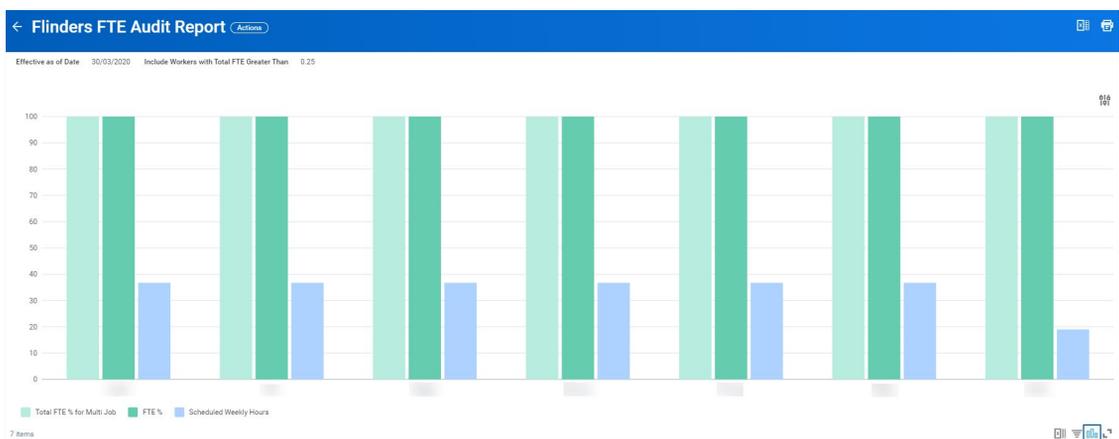


The report result will return to results prior to the filter being added.

Expand/Collapse Chart



When *Expand/Collapse Chart* is selected, the report results will either appear or disappear in chart form above report results.



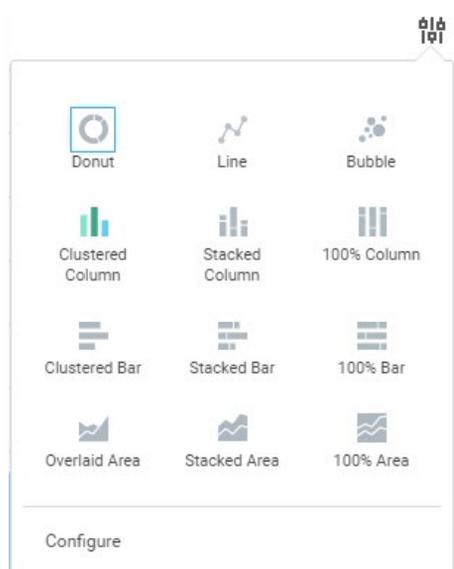
Expand/Collapse Chart



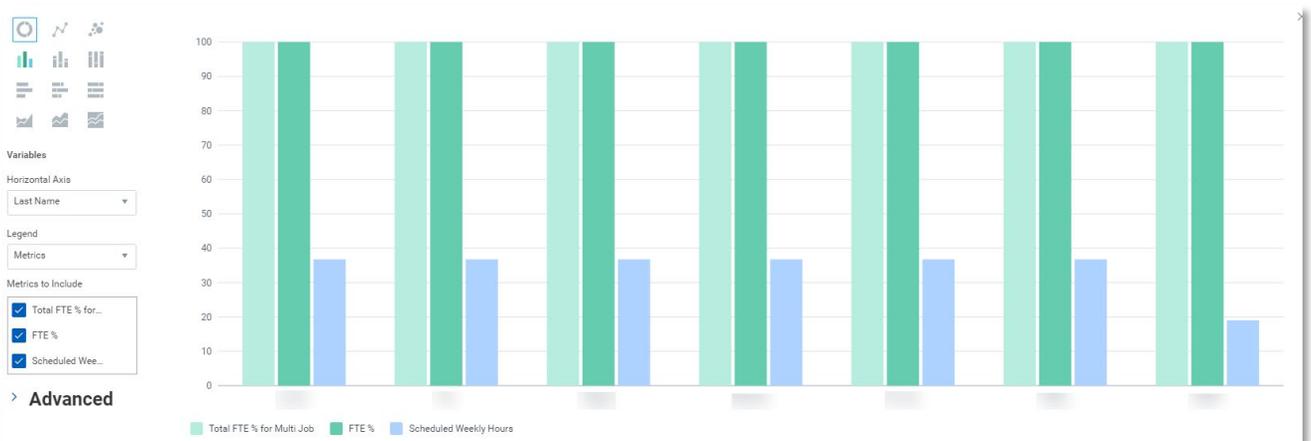
The report chart is able to be amended to different styles. Click on the *Configure and view chart data* icon found at the top right of the chart.



Choose your required chart style from the list available or *configure*.



Configure allows you to switch axis and metrics etc. Feel free to explore this.



Toggle Fullscreen viewing mode



The *Toggle Fullscreen viewing mode* when selected will show your report in full screen.

7 items



Last Name	First Name	ID	Worker Type - Text	Total FTE % for Multi Job	All Positions / Jobs				
					Supervisory Organization	Job	FTE %	Scheduled Weekly Hours	Time Type
			Employee	100			100	36.75	Full time
			Employee	100			100	36.75	Full time
			Employee	100			100	36.75	Full time
			Contingent Worker	100			100	36.75	Full time
			Employee	100			100	36.75	Full time
			Employee	100			100	36.75	Full time
			Employee	100			100	19	Part time

Click *Toggle Fullscreen viewing mode* again to return to normal screen functionality.



Note: while in full screen mode all the functions for reports mentioned can still be completed.

Access to reports

You may find there is a report you wish to run which you are unable to access, or, there may be a need for a new report to be built for business requirements. In this instance, please complete a Service One request to People and Culture stating the report you wish to have access to and what you expect the data of the required report to tell you.

Management Reporting Dashboard

As a supervisor, you are able to add to your application on your Workday home page the *Management Reporting Dashboard*.



Outstanding Actions for My Direct Reports

Organization Members (with Photo)

Organizational Headcount by Location by Management Level

Management Reporting Dashboard

Outstanding Actions for My Direct Reports

Worker	Number of Days	Business Process	Business Process Step Awaiting Action	Awaiting Persons	Status
(On Leave)	58	Manage Education	To Do: Submit Proof of Education/Qualification		7/7
(On Leave)	20	Absence Request: Leave	Request Leave of Absence		5/5
(On Leave)	20	Absence Request: Leave	Approval by Manager		7/7
(On Leave)	20	Absence Request: Leave	Request Leave of Absence		5/5
(On Leave)	20	Absence Request: Leave	Approval by Manager		7/7
(On Leave)	37	Absence Request: Leave	Manage Business Processes for Worker: To Do: Review User-Based Security Group Assignments		7/7
(On Leave)	37	Absence Request: Leave	Manage Business Processes for Worker: To Do: Review User-Based Security Group Assignments		7/7

Organization Members (with Photo)

Worker	Photo	Continuous Service Date	Job Profile	Job Family	Supp Org
		30/03/2020		Administration - Professional	Daf Wo (En Bei)
		01/01/2019		Administration - Professional	Daf Wo (En Bei)
		09/02/2004		Administration - Professional	Daf Wo (En Bei)
(On Leave)		22/09/2014		Administration - Professional	Daf Wo (En Bei)
		20/03/2020		Administration - Professional	Daf Wo (En Bei)
		24/01/2020		Administration - Professional	Daf Wo (En Bei)
		09/01/2017		Administration - Professional	Daf Wo (En Bei)

Organizational Headcount by Location by Management Level

7 Count

Management Level	Australia	Count
Individual Contributor	7	7
Total	7	7

Open Job Requisitions by Organization - Indexed

Organizational Attrition Within Last 6 Months

Open Job Requisitions by Organization - Indexed

Organizational Attrition Within Last 6 Months

Outstanding Actions for My Direct Reports

Check any outstanding actions for your team members through this report. From the settings you'll find the ability to show this report as a Chart, Download it to Excel or refresh it. If you select View More, the report will open in it's entirety.

Outstanding Actions for My Direct Reports ⚙️

Worker	Outstanding Business Process Events				
	Number of Days	Business Process	Business Process Step Awaiting Action	Awaiting Persons	Status
[Redacted]	59	Manage Education:	To Do: Submit Proof of Education/Qualification	[Redacted]	A
[Redacted] (On Leave)	21	Absence Request: (On Leave)	Request Leave of Absence	[Redacted]	S
[Redacted]	21	Absence Request: (On Leave)	Approval by Manager	[Redacted]	A
[Redacted]	21	Absence Request: (On Leave)	Request Leave of Absence	[Redacted]	S
[Redacted]	21	Absence Request: (On Leave)	Approval by Manager	[Redacted]	A
[Redacted]	38	Absence Request: (On Leave)	Manage Business Processes for Worker, To Do: Review User-Based Security Group Assignments	[Redacted]	A

⚙️

- Refresh
- Show Chart
- Download to Excel
- View More ...

Organization Members (with Photo)

The *Organization Members (with Photo)* report preview allows you to see which team members have their photos as well as their continuous service date. From the settings you'll be able to edit what you see in this report through Edit settings, restore back to the default settings, download to excel and explore further supervisory organisations you belong to.

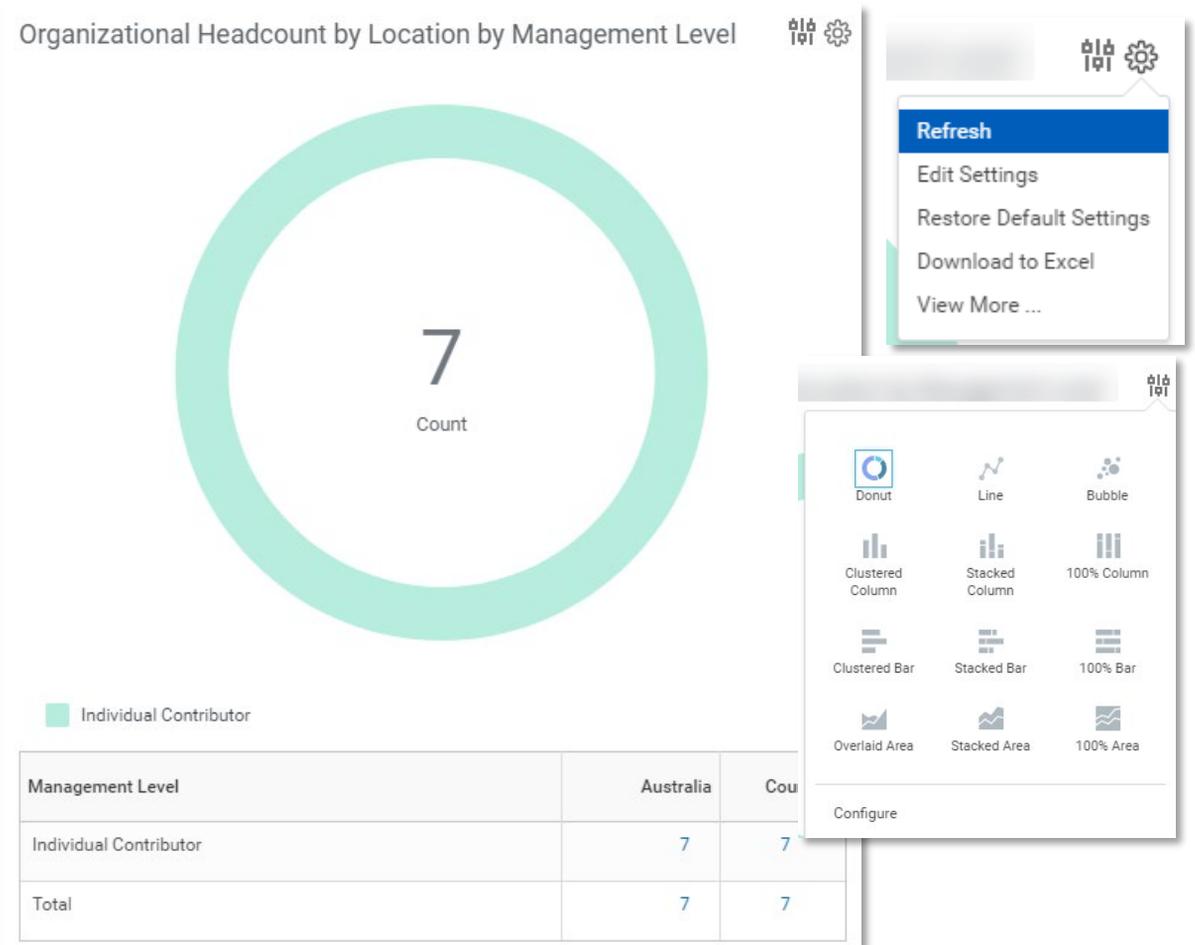
Organization Members (with Photo)  

Worker	Photo	Continuous Service Date	Job Profile	Job Family	Sup Org
		30/03/2020		Administration - Professional	Dat Wo (En Bee
		01/01/2019		Administration - Professional	Dat Wo (En Bee
		09/02/2004		Administration - Professional	Dat Wo (En Bee
		22/09/2014		Administration - Professional	Dat Wo (En Bee
		20/03/2020		Administration - Professional	Dat Wo (En Bee
		24/01/2020		Administration - Professional	Dat Wo (En Bee
		09/01/2017		Administration - Professional	Dat Wo (En Bee

- Refresh
- Edit Settings
- Restore Default Settings
- Download to Excel
- View More ...

Organizational Headcount by Location by Management Level

The *Organizational Headcount by Location by Management Level* advises your staff’s locations. From the settings you’ll be able to refresh, edit settings, restore back to the default settings, download to excel and explore the report in full by selecting view more. The chart can be changed through the *Configure and view chart data* icon.



Open Job Requisitions by Organization - Indexed

The *Open Job Requisitions by Organization – Indexed* report

From the settings you are able to edit what you see, restore back the default settings, show the report in a chart, download to excel and explore the report in full details through view more.

Open Job Requisitions by Organization - Indexed 

Job Requisition	New Position	Location	Recruiter	Supervisory Organization	Days Open
R-0000000032 Data Migration (Open)	Yes	 Bedford Park			 5 6
R-0000000040 Data Migration (Open)	Yes	 Bedford Park			 5 3
R-0000000049 Data Tester (Open)		 Bedford Park			 5 3
R-0000000062 Data Migration Developer (Open)		 Bedford Park			 5 0

 **Refresh**

Edit Settings

Restore Default Settings

Show Chart

Download to Excel

View More ...

Organizational Attrition Within Last 6 Months

The *Organization Attrition Within Last 6 Months* report allows you to track the level of attrition in your team. From the settings you are able to refresh, edit settings, restore back to the default settings, download to excel and explore the report in full by selecting view more. The chart can be changed through the *Configure and view chart data* icon.

