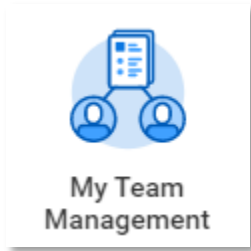


Workday home page contains *My Team Management* application for supervisors. This is for supervisors to manage their team from one place in Workday.



### My Team Management Dashboard

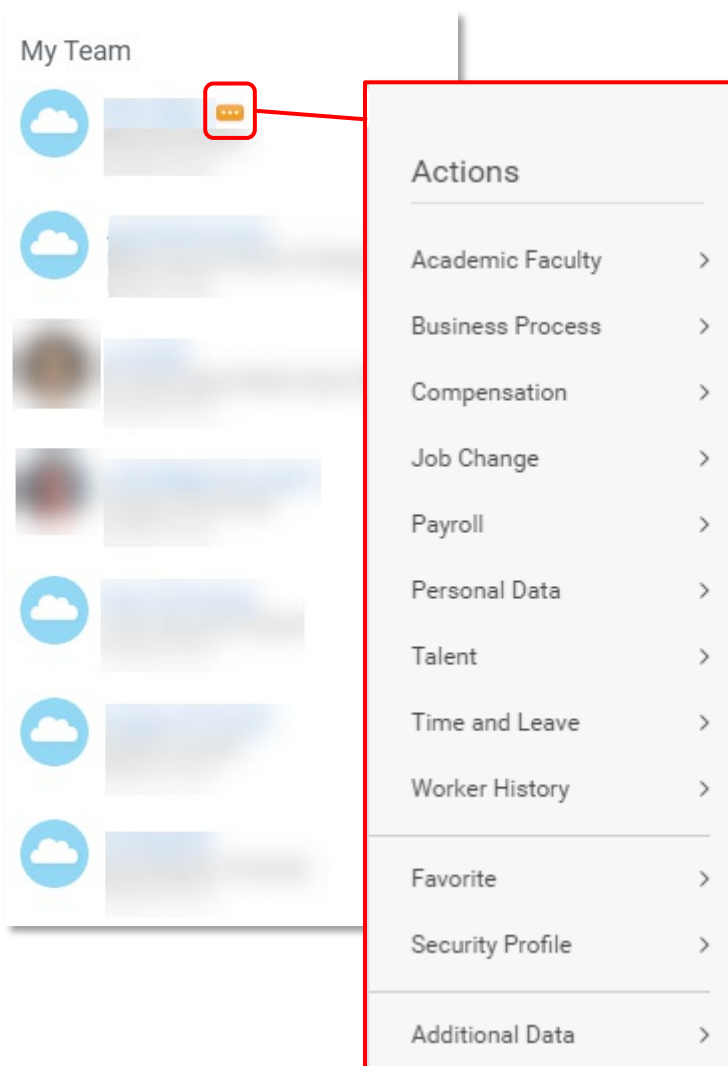
Team member profiles      Team upcoming time off      Actions      View

Recent Activity      Team returning from time off      Team currently on time off

Worker	Leave Type (Including Family)	Last Day of Work	First Day	Estimated Last Day	Actual Last Day	To
(On Leave)	Other Leaves - Leave Without Pay	03/02/2020	04/02/2020	07/02/2020		4 (e)

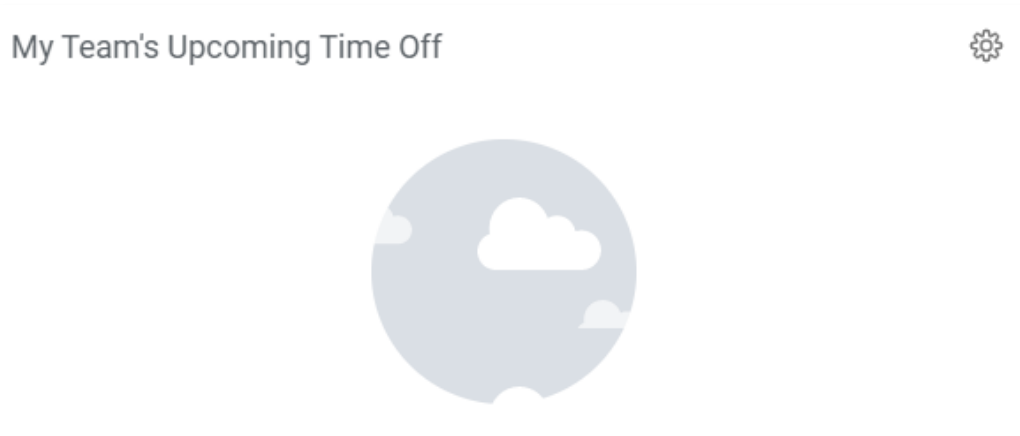
## My Team Management Dashboard

On the left of the dashboard is *My Team*. You can access your team's individual related actions by selecting the related actions icon on the left. Note: the related actions icon will become visible once you hover next to your team members name.

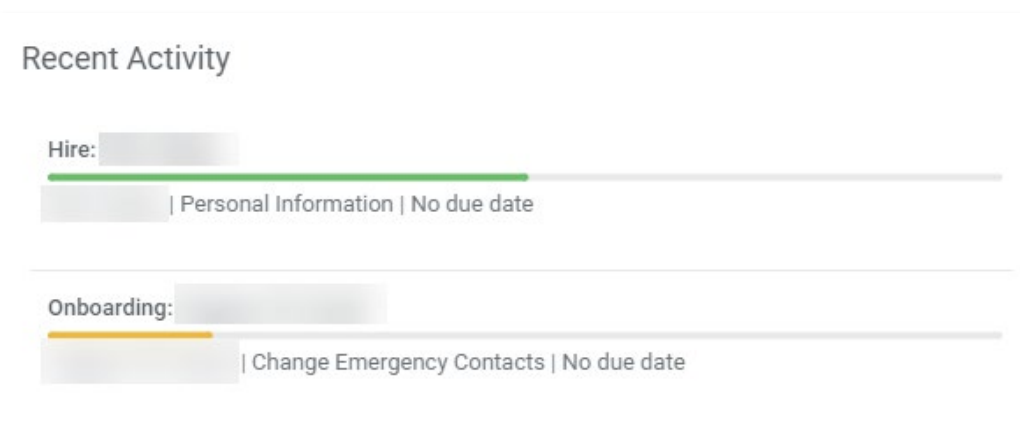


## My Team Management Dashboard

In the middle of the dashboard is *My Team's Upcoming Time Off*. If you have team members with time off or absence upcoming, their names will appear here.



Also in the middle of the dashboard is *Recent Activity*. Any processes that your team has recently completed or is in the middle of completing will show here. Completed activities will show with a green bar. In progress activities will show with an orange bar.



## My Team Management Dashboard

Under both *My Team's Upcoming Time Off* and *Recent Activity* is *Workers Returning from Leave this Week*. This will show you if any team members are coming back to work in the current week from absence or time off.

### Workers Returning from Leave this Week



On the right of the dashboard is *Actions*. As a supervisor you will have actions to conduct processes for your team members such as *Reports I can Run*, *Add Job*, *Terminate*.

### Actions

Reports I Can Run



Business Title Change



Add Job



End Additional Job




Terminate



## My Team Management Dashboard

Also on the right of the dashboard is *View*. This allows you to view different information regarding your team including comparisons, headcount etc. Note: *Compare Team* allows you as a supervisor to compare statistics across your team members such as years of service and base pay.

 View

- Compare Team >
- Organization Directory >
- My Org Chart >
- Headcount >
- Management Chain >
- Timeline >

Under *Actions* and *View* is *Workers Currently on Leave*. This will show any of your team members who are currently on absence or time off including the leave type and dates.

Workers Currently on Leave 

Worker	Leave Type (Including Family)	Last Day of Work	First Day	Estimated Last Day	Actual Last Day	To
 (On Leave)	Other Leaves > Leave Without Pay	03/02/2020	04/02/2020	07/02/2020		4 (e
 (On Leave)	Other Leaves > Leave Without Pay for Professional Purposes	28/02/2020	02/03/2020	05/03/2020		4 (e