
Workday

Report Changes Briefing Pack



For All University Staff & Affiliates
June 2020
staff.flinders.edu.au/myworklife

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1. Summary of Key Changes to Reporting and Analytics

Historically, People & Culture reports were provided through the Discoverer platform. Discoverer having reached the end of its shelf life, has been an unsupported application for a period of time, and will be decommissioned once Workday goes live in June.

Workday provides access to a range of reports via dashboards and reporting options within Workday. At the time of launch, Supervisors and Budget Owners will have access to a number of pre-configured reports. While priority for reporting needs have been accorded to a few regulatory and business-critical reports, the remaining reports will be built over the coming months.

Supervisors, Senior Leaders, and others who need access to specific reports are encouraged to contact their respective People & Culture Team or submit a Service One request for additional reporting needs.

2. Key Changes

Payroll Data & related Reports	Payroll data will continue to be stored in Ascender. Payroll reports will be available in PowerBI (Payroll Access only) E.g. Actual salaries/allowances paid to date
People & Culture Data and related Reports	Workday will provide reports on P&C data from 9 th June <i>Reports will be in Workday with User Level security applied to all reports.</i> E.g. Employee qualifications/certifications, Employee leave bookings and all personal information for the employee.
Request for new reports or changes to reports i.e. to add new data	Request via Service One
Historical Data	Ascender will continue to hold historical data Historical data (before 4 th May) will not be available in Workday. Only changes made after 4 th May will be in Workday. <i>Request for historical data will need to come through a Service One request. Before raising a request, check with your People & Culture team.</i>
Historical Longitudinal Data <i>(P&C data from Ascender before 4th May and Workday data from 4th May)</i>	Flinders Intelligence Portal (Flip) – <i>delivered by Planning & Analytic Services (PAS) through Power BI and managed in Azure Delta Lake.</i>
Composite Reports <i>(data from multiple source systems. E.g.- P&C data (Workday) + Payroll data (Ascender), Research + P&C Data, Student Management + P&C Data)</i>	Flip <i>Planning & Analytical Services will be the provider of advanced analytics that require multiple data sources to be modelled and presented.</i>

<p>My Team Management</p> <ul style="list-style-type: none"> ➤ Team Leave Calendar ➤ Team Leave Balances ➤ Leave Bookings ➤ Team Allowances ➤ Team Birthdays 	<p>Workday will introduce a new dashboard with a number of Team Management reports</p>
<p>Management Reporting</p> <ul style="list-style-type: none"> ➤ Outstanding Actions for My Direct Reports ➤ Organisation Members (employment details) ➤ Organisational Headcount by Location by Management Level ➤ Organisation Attrition within last 6 months ➤ Open Job Requisitions by Organisation - Indexed ➤ New Hire Turnover 	<p>Workday will provide a dashboard to enable access to reporting for Managers <i>Reports will be in Workday with User Level security applied to all reports</i></p>
<p>Notifications in Workday (Employee + Supervisor)</p> <ul style="list-style-type: none"> ➤ Excess Annual/Long Service Leave Balance ➤ Upcoming Visa Expiry ➤ Upcoming Contract Expiry ➤ Upcoming increment 	<p>Notifications Alert in Workday</p>

3. My Team Management Dashboard

All Supervisors will have access to **My Team Management** dashboard in Workday. It is pre-configured to show the following:

<i>Name</i>	<i>Description</i>
My Team	Lists all your direct reports with their photo and job title. Staff Name is a hyperlink and can be clicked to see further details for that staff.
My Teams Upcoming Time Off	Lists staff who will be on leave over the next two weeks. Provides Time Off/Absence type, date the leave is scheduled for and hours of leave for that day.
Recent Activity	Lists most recent activity regarding any of the direct reports. Examples include - compensation actions and contract changes underway. The details also include how long the action/task has been outstanding.
Actions	<p>A list of actions that a user can take from this application.</p> <p>These include:</p> <p>Reports I can Run - This will allow you to run a report and gives you of list of the reports that you are authorised to self-generate. From here you will be able to select the report you want to generate. You can see the details of each report in the Report List.</p> <p>Business Title Change Add Job End Additional Job Terminate - These links take you directly to the business process, where you would select the employee that you would like to take the required action for.</p>
View	<p>These are a list of shortcuts to view:</p> <p>Organisation Directory - provides list of staff in the selected supervisory organisation, with work phone number, email address and location.</p> <p>Compare Team - a report that shows all your direct report along columns and displays their current job, time in current job, years of service, their base pay, last increment amount, last increment date and time since last increment.</p> <p>My Org Chart - defaults to your position within the organisation chart and displays all your direct reports. You can navigate up or down in this chart.</p> <p>Headcount Report – this has two tabs. One for <i>Workers</i> - this report that lists all you supervisory and subordinate supervisory organisations with number of workers, split by active, inactive and contingent. Another tab is for <i>Positions</i> and shows by supervisory organisations, the number of positions within that supervisory organisation, numbers of positions that are filled, and splits the unfilled position by availability. The Positions tab includes a link to see all individual positions within the supervisory organisation.</p> <p>Management Chain - shows the supervisory management chain for the user. It includes your direct supervisor and their supervisors all the way up to the Vice Chancellor.</p> <p>Timeline - shows for the selected staff member, all important dates in their employment. These include anniversary dates, birthday, and compensation changes over the years.</p> <p><i>Note that Workday does not have historical data before 4th May 2020 and this timeline report will be more meaningful in a few months after Workday has been in production.</i></p>

4. Management Reporting Dashboard

A new dashboard for managers to keep on top of workforce operations. The **Management Reporting Dashboard** is a configurable workspace that gives managers quick visual insights into their workforce operations with a set of reports. Team Managers will be able to configure this through settings when accessing it for the first time and a Workday User Guide will be available to support this process.

Name	Description
Outstanding Actions for My Direct Reports	Displays outstanding business process events by direct reports. It includes any action that is also awaiting user's action. Includes the impacted employee, business process that awaits action, number of days the action is outstanding and the person responsible.
Organisation Members (employment details)	Displays all workers in your selected supervisory organisation, Continuous service date of the employee, job profile, job family, location, employee type and time type full-time/part-time).
Organisational Headcount by Location by Management Level	<p>Displays (via a doughnut chart) the number of employees by Management Level*. It is also set to show location segmentation and will be useful for when academics are located outside Australia. Hovering over the slices (management level) in the chart will also show the percentage of the total headcount.</p> <p>It includes a summary table that is exportable and can be drilled into to see additional details such as worker, worker type (employee/contingent), job profile, job family and management level.</p> <p>* Management Level: Senior Executive – includes Vice-Chancellor, Deputy Vice Chancellors, Pro Vice-Chancellors & Vice Presidents, Executive Directors Director – includes all Deans, Directors, Chief Financial Officer and Chief Information Officer Senior Manager – includes Associate Deans and Associate Directors Manager – includes all other positions that include people management (Supervisors) Individual Contributor – an employee with no direct reports.</p>
Organisation Attrition within last 6 months	Displays by termination type (voluntary/involuntary) per quarter. It includes a summary table that is exportable and can be drilled into to see additional details such as employee, supervisory organisation, location, date of termination and termination reason.
Open Job Requisitions by Organisation - Indexed	Displays open job requisitions details including location, supervisory org, whether it's a new position or existing and number of days the job has been open.
New Hire Turnover	Displays the number of employees who left the organisation within 6 or 12 months of joining. User can specify X which is "Max Months of Service at Time of Termination". It includes a summary table that is exportable and can be drilled into to see additional details such as employee, job profile, length of service, Manager and reason for termination.

5. Suite of Workday Standard Reports

A list of Standard Reports delivered by Workday is provided in Appendix 1. **It is important to note that not all listed reports are relevant to your role.**

Restrictions apply to reports and data access based on your user security. E.g. you may be able to access a report that has your staff details including compensation details. If you were in a role that does not give you access to compensation details over your team, you will not see these data in your report. Additionally, if a report is in a secure domain, such as 'terminations' and your user profile is not authorised to access termination reasons, you will not be able to self-generate this report.

As a supervisor, your top reports are already part of your My Team Management Dashboard through Charts or View. However, you may find the following reports useful in addition to the charts and reports on your My Team management and Management Reporting dashboard.

My Workers	View a list of workers who report to you, either directly or as part of a matrix organisation. Details include worker name, reporting type, position, organisation, public contact information, and business site. Enables you to view the names, positions, and locations of your workers.
My Team's Scheduled Hours	Displays the total daily scheduled hours for your direct reports in the upcoming week.
Employee FTE's	This report displays both weekly and blended FTE values for selected employees or Supervisory Organisations. The Blended FTE is driven by the Academic Pay: Annual Work Period "Percent of Year" factor. If a worker has no Academic Pay Annual Work Period, the factor is assumed to be 100% and thus the Blended FTE equals the regular weekly FTE.
Headcount and FTE by Month	This report displays headcount and FTE across months. It provides for segmentation by supervisory organisations, Job Family group, employee Type and Locations. Casuals are included but will only show up in headcount, they do not have any FTE against the record.
Headcount & Open Position Analysis	View list of filled positions (headcount) and open position by supervisory organisation. This report filters on workers in which the user has access based on a role of Manager or HR Partner. No prompts required. This report answers questions such as: How many filled and open positions by supervisory organisation where the role is an HR Manager or HR Partner?
Headcount Analysis	Lists supervisory organisations and headcount by worker type. Managers can use this report to view their direct and indirect workers. No prompts required. This report answers questions such as: How many employees and contingent workers per supervisory organisation for a manager's direct and indirect reports?

6. Suite of Custom Reports

In addition to the standard reports that have been developed, there are additional custom reports that have been developed in Workday for the launch. These custom reports are outside the already built-in and standard reports in the dashboards.

These custom reports have been prioritised based on **regulatory requirements and business criticality**. The following table lists these reports. Additional reports will continue to be built over the coming months and made available to appropriate staff and supervisors.

Custom reports are also restricted for access by security and certain elements of the report are further restricted by domain security, such as a report that holds compensation data may be run a P&C personnel but if they do not have authority to access compensation data, these data elements in the report will not show for that user.

Pull - user can search for the report and self-generate at their own convenience.

Push - report is scheduled to be run and the output delivered at set frequency to "My Reports".

Report Name	Description	Target Audience	Pull/Push
Active Employee Count by Location	View number of Active Employees by Location.	People & Culture Budget Owner	Pull
Directory by Location - Indexed	View a directory of workers in a Business Site. Details include the worker phone number and email, title, organisation, and business site phone number.	All staff	Pull
Additional Jobs - Search by Worker	View additional jobs held by selected worker.	People & Culture	Pull
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 organisation, the job's percentage towards the total FTE, scheduled weekly hours, and time type.	People & Culture Budget Owner Supervisors	Pull
Visa Expires in 60 days	View workers with visas and the expiry dates (within next 6 months)	Employee Supervisor People & Culture	<i>Both. Employee and Supervisor are alerted to staff members' upcoming expiry date for their relevant work visa.</i>

Citizen Status report	View Citizen status per for workers to determine if valid work visas are in place.	People & Culture	Pull
Employee Allowance plans	View all employee allowance plans and their details	People & Culture Systems	Pull
Excess Annual Leave Balances	Used to alert staff, Manager and Budget Owner that staff has annual leave balances that will exceed 40 days equivalent	Supervisor and Budget Owner	Push - <i>Employee, Manager and Budget Owner is notified that employee has leave balance in excess of 40days for AL and 65 days for LSL.</i>
Excess Long Service Leave Balances	Used to alert staff, Manager and Budget Owner that staff has long service leave balances that will exceed 65 days equivalent	Supervisor and Budget Owner	Push - <i>Employee, Manager and Budget Owner is notified that employee has leave balance in excess of 40days for AL and 65 days for LSL.</i>
Fan Listing	List of current employees and their Fan for use by Finance	Finance	Push <i>(scheduled report for delivery to user)</i>
Workers with Probation	View Workers with probation start and end date and probation status	People & Culture, Supervisor and Budget Owner	Pull
Fixed Term End Date Within Next 3 Months	List of employees whose contract will expire in the next three months, includes details of additional and substantive position.	People & Culture	Pull
FLIN CR – Bonafide Report for Finance	Supplementary Report to finance’s Bona-Fide report out of Ascender. Includes all current employees and details	Finance	Push

FLIN CR - Check Holiday Visa Status	Displays workers with Holiday Visas and expiry date. Used by Employment services to manage upcoming expiry dates and ensure compliance of working rights.	People & Culture	Pull
FLIN CR - Education	Displays all workers with their education details as entered into Workday. Used to determine suitability for HDR supervision and Highest Qualification.	People & Culture	Pull
FLIN CR - Terminations Report for Auditors	Displays all workers terminated in select period. Includes termination date, reason, supervisory organisation, position and location. Used to report to auditors on terminations within specified period.	People & Culture Systems	Pull
FLIN CR - Worker Certifications	Displays all workers with their "Clearance to Work with Children" certification details". Used by Employment services to audit for compliance and manage upcoming expiries on certifications.	People & Culture	Both <i>(Notification sent out to worker and supervisor).</i> P&C can run report at anytime.
FlinSafe Staff List	Displays all current employees with supervisory and location details for use by FlinSafe system.	Work, Health & Safety	Push
Flinders FTE Audit Report	Displays any worker who has a combined FTE of greater than 100%. Is used to audit for exceptions.	People & Culture	Pull
Library and Security Job Profiles	Displays all workers scheduled on Library or Security Job profile to assist Payroll to manage rosters.	Payroll	Pull
New Hires for Payroll Process	Displays all new hires in selected period. Includes employee details such as hire date, position, supervisory organisation and job profile.	Payroll	Pull
Occupied and Vacant Positions	Displays all positions and position details and identifies whether position is open, filled or frozen. If Filled, Worker details are also displayed.	People & Culture	Pull
Onboarding Status Summary -P&C	Displays all workers currently at any stage of the On-boarding process. Flags any employee that has a process outstanding for more than a day.	People & Culture	Pull

Prescribed Positions	Displays all positions that are prescribed, i.e. has a restriction such as worker needs to have a Working with Children Clearance for that position.	People & Culture	Pull
Staff - Current Continuing & Fixed Term	Displays all current continuing and fixed term employees with supervisory organisation, academic unit and position details.	People & Culture Systems	Pull
Staff by Teaching Program	Displays all employees and their teaching program affiliation.	All Users	Pull
Step Progression - Next Increment Date – Finance	Displays all employees with their next increment date for compensation. Used to supplement Finance’s Budget report.	Finance	Push
Substantive Position Details - Additional Data	Displays employees who hold a substantive position and the details of the substantive position.	People & Culture	Pull
Workers with Probation	Displays all employees that are on probation. Includes supervisory organisation, academic unit, position details and hire date, probation start date and probation end date.	People & Culture	Pull
Current Leave Balances by Org & Type	Displays all workers for the supervisory organisation and subordinates, their leave balance (Time Off Plan) as per selection. This report is useful to manage excess leave balances in Annual Leave and Long Service Leave.	Budget Owners, Supervisors, People and Culture	Pull
Time Off Approved Bookings	Displays all workers for the supervisory organisation and for the selected time period, all leave (time off) bookings.	Budget Owners, Supervisors, People and Culture	Pull
Integration reports for Planning & Analytical Services: All Workers All Positions Ethnicity Qualifications Academic Appointments Worker on leave Terminations Step Progression	These reports are provided to Planning & Analytical Services through Outbound integration systems in Workday to assist the generation for Composite and Longitudinal reports and dashboards on Flinders Intelligence Portal (Flip).	Planning & Analytical Services	Push (Integration system)

Appendix 1: Workday Standard Reports

Report	Brief Description
Active Employees - Indexed	View a list of all active employees in all organisations. Enables you to create a custom report based on all active employees. Details include employee ID, hire date, email address, legal name, cost centre, business site, business title, and management level.
All Contingent Workers	View a list of all contingent workers. Details include the worker's name, status, type, supervisory organisation, position, cost centre, original hire date, supplier, contract start and end dates, pay rate, pay frequency, currency, contract assignment details, default payment terms, and whether the worker is independent.
All Work Schedule Calendars	This advanced report enables administrators to view all of the work schedule calendars in the tenant and the Time Tracking configuration options for each schedule. The report uses the All Work Schedule Calendars report data source.
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 organisations 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.
Anniversaries for this week and next	View a list of worker anniversaries in the next two weeks. Details include the next anniversary date, worker name, and years of service.
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 organisations within a specified period of time. Leave one or both dates blank to perform an open-ended search. 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.
Birthdays for this week and next	View a list of worker birthdays in the next two weeks. Details include the date of the next birthday and the worker name.
Compare Team	View your teams
Compare Workers	View your workers
Compensation Analysis	View list of average compensation to midpoint ratio (Comp-Ratio) for employees grouped by supervisory organisation. This report filters on workers in which the user has access based on a role of Manager or HR Partner.
Compensation History for Worker(s)	This report shows the compensation history for selected workers. Processing user is prompted for worker(s).

Compensation Plan Assignments with Actual End Dates	View organisations with employees who have assignments with actual end dates. You can narrow your search by entering a date range.
Compensation Plan Expected End Date Audit	View organisations with employees who have assignments with expected end dates. This report does not return results if a compensation assignment has an actual end date or another compensation event effectively ending a prior assignment, and should only be used to identify compensation assignments that are expected to end but do not have an actual end date assigned. Results can be filtered by adding a date range.
Compensation Spreadsheet	<p>For one or more organisations that you manage or support, and optionally their subordinates, view each worker's compensation package, whether the compensation is within guidelines, the pay range penetration, and the comp-ratio.</p> <p>Enables you to manage compensation at a broad level for an organisation. Additional details for each worker include hire date, position, total base pay, total salary and allowances, base pay quartile, compensation plans, and elements associated with the compensation plans. As a related action on the worker, you can request compensation changes.</p>
Contingent Workers by Tenure Category	Displays the length of service based on contract date for contingent workers.
Contingent Workers in My Organisation	View contingent workers in the user's organisation, including their work, contract end date, and their tenure with the company.
Contingent Workers with Expiring Contracts	Displays information on contingent workers whose contracts are expiring before a selected date, including contingent worker name, position, contract end date, manager, supervisory organisation, work, and pay rate.
Critical Open Positions	This report charts the count of unfilled critical positions by supervisory organisation by aging buckets. Required Prompt: As of Date. The report will default to the current date.
Current Delegations	View all delegations for the specified organisations. Details include the delegating worker, delegation duration, delegate, affected business processes, and delegation configuration. Enables you to tell at a glance who is delegated to what by whom.
Current Worker Detail Report	<p>View compensation details for all workers with active status in one or more selected organisations that you manage or support. Enables you to verify compensation for your active workers.</p> <p>Details include information about the worker's job, compensation plans, and compensation ranges. You can optionally include information about managers or narrow report results to a specified date, custom organisation, or organisation role.</p>

Delegation History	View business process transactions delegated by a specified worker, with dates, status, and delegate. Enables you to see what the specified worker has delegated to whom.
Direct Reports Compensation Summary	View employee and contingent worker compensation for each direct report currently in your organisation. Enables you to manage compensation at a broad level across your organisation. The summary includes name, position, total base pay, total pay, currency, and frequency. You can sort the data by clicking any of the column headings. As a related action on a direct report, you can request compensation changes. Report contains only currently active employees and contingent workers.
Directory by Job Family	View a directory listing of workers for one or more Job Families. Details include organisation, position, worker, phone number, and email. Enables you to audit workers for job families.
Directory by Job Family Group - Indexed	View a directory listing of workers for one or more job family groups. Details include organisation, position, worker, phone number, and email. Enables you to audit workers for job family groups.
Directory by Job Profile - Indexed	View a directory listing of workers for one or more job profiles. Details include organisation, position, worker, phone number and email. Enables you to audit workers for job profiles.
Directory by Location - Indexed	View a directory of workers in a Business Site. Details include the worker phone number and email, title, organisation, and business site phone number.
Directory by Organisation	View a directory listing of workers for one or more supervisory and/or matrix organisations. Details include worker, supervisory organisation, phone number, email, title, and business site. Enables you to audit workers for organisations.
Employee Compensation Step Progression	<p>View by compensation event the employees who have had a compensation step change within the specified time period. Enables you to track compensation step changes.</p> <p>The report captures:</p> <ul style="list-style-type: none"> - Employees who have advanced to the next step through the automatic step progression process. - Employees hired into a compensation step. - Employees who have had a manual compensation step change. <p>Details include the package, grade, old step, new step, step change date, and estimated next step start date. Click the various links on a compensation change to drill into details as necessary. You can use the Schedule a Report task to schedule the report to run the same time as the automatic step progression process.</p>

Employee FTE's	This report display both weekly and blended FTE values for selected employees or Supervisory Organisations. The Blended FTE is driven by the Academic Pay: Annual Work Period "Percent of Year" factor. If a worker has no Academic Pay Annual Work Period, the factor is assumed to be 100% and thus the Blended FTE equals the regular weekly FTE.
Employee FTE's - Indexed	This report display both weekly and blended FTE values for selected employees or Supervisory Organisations. The Blended FTE is driven by the Academic Pay: Annual Work Period "Percent of Year" factor. If a worker has no Academic Pay Annual Work Period, the factor is assumed to be 100% and thus the Blended FTE equals the regular weekly FTE.
Employee Timeline	
Employees Eligible for Next Compensation Grade	<p>View employees who are eligible to progress to the next grade's first step, as of today or a future date, because they have reached the last step in their current grade and satisfied the time requirement.</p> <p>Enables you to find employees to advance. Details for each employee include the package, grade, current step, and next grade start date. You must manually advance the employees who are on the last step of their grade using the Request Compensation Change task. The automatic step progression process only moves employees to the next step within the same grade. You can use the Schedule a Report task to schedule the report to run the same time as the automatic step progression process.</p>
Employees Eligible for Next Compensation Step	View employees who are eligible to progress to their grade's next step, as of today or a future date, because they have satisfied the time and/or progression rule requirement for their current step. Enables you to find employees to advance. Details for each employee include the package, grade, current step, and next step. You can run the automatic step progression process to advance these employees to the next step in their grade.
Employees with Compensation for Additional Jobs Audit - Indexed	View all employees who have two or more jobs and compensation assigned for each. Details include the pay group, the positions, and for each position, the organisation, manager, salary, base pay, and frequency. Use this report to find employees with compensation from additional jobs and international assignments so you can ensure that the additional compensation is properly paid.
Employees with Contracts	View a list of employees and their contracts. Details include business site, supervisory organisation, job title, position, contract ID and type, start and end date, as well as the status.
Employment Details	This report includes standard Workday-delivered employment details for workers.
Estimated Annual Compensation	Estimated Annual Compensation
Estimated Compensation for a Period Report	View the estimated compensation for employees in an organisation for a specified period of time. Values will be displayed in the currency selected for the report.

Ethnicity / Management Level Analysis	View employee headcount by ethnicity and management level for the selected organisation and start and end dates.
Find Academics	Filter search results by various criteria, such as Academic Units, Academic Tracks and Status.
Find Job Profile	View a list of all active job profiles. Refine the list using facets, such as Job Family, Job Level, Management Level, and more.
Find Worker Assignments by Supervisory Organisation	
Find Workers	This interactive report returns workers in a supervisory organisation and allows the user to filter the workers based on parameters such as Potential, Degree, School, and Location.
Find Workers by Company	
Gender Equality Report	This report provides the basis for gender equality compliance reports by displaying details on gender and associated Worker data, such as management level, management chain, and compensation plan. Workday derives the total base pay and total pay from the Worker's compensation plan.
Growth Rate by Job Family Group	View Year on Year growth by job family group for the selected organisation and start and end dates.
Headcount & Open Position Analysis	View list of filled positions (headcount) and open position by supervisory organisation. This report filters on workers in which the user has access based on a role of Manager or HR Partner. No prompts required. This report answers questions such as: How many filled and open positions by supervisory organisation where the role is an HR Manager or HR Partner?
Headcount Analysis	Lists supervisory organisations and headcount by worker type. Managers can use this report to view their direct and indirect workers. No prompts required. This report answers questions such as: How many employees and contingent workers per supervisory organisation for a manager's direct and indirect reports?
Headcount Analysis for My Organisations	View a configurable bar graph of headcount in one or more organisations. You can click the bars to view each organisation's headcount by hiring source, location, performance, potential, rating, retention, or worker type. The report includes a summary of organisation headcount and the total headcount for all selected organisations. Enables you to compare headcount across a select group of organisations and drill down for additional headcount details.

Headcount and Average YOS by Age Range	View headcount and average length of service in years by age range for the selected organisation and start and end dates.
Headcount and FTE by Month	
Headcount by Management Level	View employee headcount by management level for the selected organisation and selected period.
Headcount by Supervisory Organisation Hierarchy and Month	
Headcount by Worker Type	This report is used to deliver Workday usage metrics for user accounts.
Headcount by Years of Service	This report shows headcount of employees by years of service for the selected supervisory organisation/s. Processing user is prompted for supervisory organisation and whether to include subordinate organisations.
Headcount Growth Analysis	View Year on Year headcount growth for the selected organisation and start and end dates.
Headcount Growth by Organisation Y1 - Sub Report	View Year on Year headcount growth for the selected organisation and start and end dates.
Headcount Growth by Organisation Y2 - Sub Report	View Year on Year headcount growth for the selected organisation and start and end dates.
Hires and Terminations by Quarter	
Hires by Age Group	View the hires counts by age group for the selected organisation and start and end dates.
Hires by Race and Gender	
Job History	
Job Openings in Organisations I Manage	
Job Profile Market Position	For selected job profiles, compares the average total base pay of employees to the market.
Job Profile Qualification Equivalence Rule Compliance	
Job Requisition Aging	View the number of job requisitions that have been open for under 30 days, 30 - 59 days, 60 - 89 days, and 90+ days based on the difference between the current date and recruiting start date. Required Prompts: Job Requisition Status. Optional Prompts: Hiring Manager, Supervisory Organisation, Include sub organisations, Location, Recruiter, Multiple Openings.

Job Requisition Aging - Indexed	View the number of job requisitions that have been open for under 30 days, 30 - 59 days, 60 - 89 days, and 90+ days based on the difference between the current date and recruiting start date.
Location Directory	View all Business Sites and their usage, public phone numbers, primary addresses, and public email addresses. Enables you to find, contact, or edit business sites.
Male / Female Distribution	View male vs. female employee distribution for the selected ~organisation~ and start and end dates.
Male / Female Workforce Majority by Country	View employee headcount by gender and country for the selected organisation and start and end date (does not include contingent worker headcount).
Manage Job Requisitions	View all open, frozen, and closed job requisitions. Details include job requisition and the total number of active candidates. Also included are the days the requisition has been open, the requested completion date, the close date, and last recruiting stage.
Manage Job Requisitions - Indexed	View all open, frozen, and closed job requisitions. Details include job requisition and the total number of active candidates. Also included are the days the requisition has been open, the requested completion date, the close date, and last recruiting stage.
Management Hierarchy Report	View workers and their chain of command for one or more organisations. Details include employee ID, name, title, job code, job profiles, region, business site, company, cost centre, worker's manager (level 1), manager's manager (level 2), up to level 10, if any.
Manager Composition by Ethnicity and Years of Experience	View manager proportion and average years of experience grouped by ethnicity for the selected organisation and start and end dates.
Manager Headcount by Management Level	View manager headcount by management level trended by year for the selected organisation and start and end dates
My Direct Reports Staffing History	This report shows managers the staffing history for direct reports based on approved business process events.
My Inbox	View each business process event, the subject, date initiated, and date due. Enables you to drill into the event and subject for additional details and to act on the request. This report is useful for integration with an external portal.
My Open Job Requisitions	View a list of your open job requisitions. Details include the supervisory organisation and recruiting start date.

My Open Job Requisitions - Indexed	View a list of your open job requisitions. Details include the supervisory organisation and recruiting start date.
My Recent Job Requisitions	View a list of your job requisitions created within the last month. Details include the supervisory organisation, status, the date the requisition was enter, the recruiting start date, and the event by which the position was filled.
My Recent Job Requisitions - Indexed	View a list of your job requisitions created within the last month. Details include the supervisory organisation, status, the date the requisition was enter, the recruiting start date, and the event by which the position was filled.
My Report Output Files	
My Team's Reported Time	Displays the reported time block hours for the employees in a supervisory organisation. By default, the report displays reported time from the manager's first day to the last day of the current week.
My Team's Scheduled Hours	Displays the total daily scheduled hours for your direct reports in the upcoming week.
My Team's Upcoming Time Off	Displays workers in your supervisory organisation with approved time off in the next 7 days. Does not include workers on Leave of Absence or unapproved time off.
My Workers	View a list of workers who report to you, either directly or as part of a matrix organisation. Details include worker name, reporting type, position, organisation, public contact information, and business site. Enables you to view the names, positions, and locations of your workers.
Name Change Report	
New Hire Turnover	<p>This report shows new hire turnover information for the selected supervisory organisation/s and specified maximum months of service. Processing user is prompted for supervisory organisation and whether to include subordinate organisations.</p> <p>This report is built off of the All Terminated Employees data source. Because the primary business object is Employee, this report provides one row per terminated employee. Example: the most recent termination per employee.</p>
Non-fillable Positions by Organisation, Worker Type, and Reason	
Non-fillable Positions by Organisation, Worker Type, and Reason - Indexed	
Onboarding Status Summary	Returns recently hired workers and a summary of their onboarding status.

One-Time Payment History	View employees who have received one-time payments for selected organisations that you manage or support. Enables you to see the entire one-time history for your organisations. For each one-time payment, details include the worker, position, one-time payment plan, amount or percent, and the compensation element.
Open Job Requisitions by Organisation - Indexed	This report shows open job requisitions for the selected supervisory organisation/s. Processing user is prompted for supervisory organisation and whether to include subordinate organisations.
Open Positions by Organisation, Worker Type, and Date Range	
Organisation Assignment Exception Audit	Returns invalid organisations assigned to a filled or unfilled position based on allowed values configured for supervisory org, location hierarchy, org related worktags and company restrictions.
Organisation Members (with Photo)	This report shows basic information about the members of selected supervisory organisation/s including a photograph of each member. Processing user is prompted for supervisory organisation and whether to include subordinate organisations.
Organisational Attrition Within Last 6 Months	<p>This report shows attrition within the selected supervisory organisation/s over the last 6 months. Processing user is prompted for supervisory organisation and whether to include subordinate organisations.</p> <p>This report is built off of the All Terminated Employees data source. Because the primary business object is Employee, this report provides one row per terminated employee. Example: the most recent termination per employee.</p>
Organisational Headcount by Location by Management Level	This report shows headcount for the selected supervisory organisation/s by location and management level. Processing user is prompted for supervisory organisation and whether to include subordinate organisations.
Outstanding Actions for My Direct Reports	This report shows the outstanding actions for a manager's direct reports.
Overlap Workers	The View All Positions report provides information for position management Supervisory Organisations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available.
Part-Time Workers	<p>View a list of part-time workers in one or more organisations. Enables you to analyse compensation details for part-time workers.</p> <p>Details include worker name, supervisory organisation, full time equivalent (FTE) percent, and total base pay including currency and pay frequency.</p>

People Manager Proportions	View manager vs. individual contributor proportions by gender identity for the selected organisation and start and end dates.
Performance by Hiring Source	View performance by hiring source for the selected organisation and start and end dates.
Personal Details	This report includes standard Workday-delivered personal details for workers.
Position Audit for Cost Centres - Indexed	View all positions and the cost centre organisations to which they have been allocated, if any, for the specified date and supervisory organisation.
Positions and their FTE	View workers' scheduled weekly hours, FTE (full-time equivalent) percentage, and time type for all the filled positions. You can optionally get these hours as of a specified date and/or include subordinate organisations. Enables you to monitor worker hours
Positions by Organisation and Worker Type	
Positions by Organisation and Worker Type - Indexed	
Positions with Invalid Location for Job Profile	Returns positions with locations that are not associated with 'Restrict to Country' field in Job Profile.
Positions with Overlap	The View All Positions report provides information for position management Supervisory Organisations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available.
Primary Job Switch History	
Processes Awaiting Me	This report shows managers the Workday business processes that are waiting for action by the manager running the report.
Professional Affiliations for Organisations	View an employee's professional affiliations. Details include worker, professional affiliation name, type, relationship, and descriptions.
Promotion Rate	Displays promotion rate for selected organisations and is based on the Trended Workers data source.
Proposed/Current Compensation Changes	
Quarterly Turnover by Organisation	The Quarterly Turnover by Organisation report charts the percentage of voluntary and involuntary terminations by supervisory organisation and calendar quarter. This report requires prompts for Time Period and Period.
Quarterly Turnover Rates	Displays total, involuntary and voluntary turnover rates for the selected organisation and is based on the Trended Workers data source. Turnover is calculated by taking the termination count for the date range divided by the average headcount for the date range.

Quarterly Turnover Rates - Sub Report	Displays total, involuntary and voluntary turnover rates for the selected organisation and is based on the Trended Workers data source. Turnover is calculated by taking the termination count for the inputted date range divided by the average headcount for the inputted date range.
Reported Time Blocks for a Worker	
Reported Time Trends	View the total reported time that has been approved for supervisory organisations over the last 6 weeks. This provides an easy way to see trends in reported time. By default, the report shows the last 6 weeks (Monday through Sunday), not including the current week.
Retrenchment Report - Search	This interactive report returns Workers and allows the user to filter the Workers based on parameters such as Position, Age, Location. The selection of Workers is utilized in a retrenchment report.
Scheduled Future Processes	View integrations, batch processes, and reports that are scheduled to run, and their status: active, suspended, or expired. Details include the start date, end date, and number of times run. Click the request name to view the detailed schedule criteria associated with the process request. Enables you to check whether processes are scheduled as expected, and to verify that no unexpected processes are scheduled.
Scheduled Future Reports Exception Audit	View all reports scheduled to run in the future that have an exception. Details include who scheduled it and who it will run as, if anyone, when it will run next, and the validation errors. Enables you to ensure that all scheduled reports are error-free.
Span of Control - Manager Outliers	View managers with a span of control of 8 or more employee direct reports or less than 3 employee direct reports for the selected organisation and start and end dates.
Span of Control by Job Family Group	View span of control by job family group and the selected organisation and start and end dates.
Span of Control by Quarter	
Span of Control by Range of Direct Reports	View span of control by range of direct reports for the selected organisation and start and end dates.
Span of Control by Year	View trending span of control by supervisory organisation rollup for the selected start and end dates.
Terminations by Performance	View terminations by performance for the selected organisation and start and end dates.
Terminations by Performance Rating and Quarter	
Terminations by Race and Gender	
Terminations by Tenure Category	View the voluntary versus involuntary termination counts by tenure category for the selected organisation, for the selected start and end dates.

Terminations by Type and Quarter	
Time Block Audit	The Time Block Audit report provides the creation and modification details for time blocks over a specified period, including time block/TCE modifier, mode of entry, and any related time clock events. This report excludes System Generated time blocks, such meal break penalties.
Top Termination Reasons	View the top 5 termination reasons by termination count for the selected organisation for the current year, as of the last day of the prior period.
Transfers by Race and Gender	
Trended Headcount Activity for Plan - Sub Report	Lists the hires, terminations, transfers and headcount for workers grouped by supervisory organisation, cost centre, company, region and location. This report is used primarily as a sub report for composite reports with different control fields for such metrics. It is also filtered to the appropriate org role. This reports answers questions such as: What is my ending headcount, hires, terminations and transfers for a given period and org(s)?
Trended Headcount Snapshot for Plan - Sub Report	Lists the hires, terminations, transfers and headcount for workers grouped by supervisory organisation, cost centre, company, region and location. This report is used primarily as a sub report for composite reports with different control fields for such metrics. It is also filtered to the appropriate org role. This reports answers questions such as: What is my ending headcount, hires, terminations and transfers for a given period and org(s)?
Trended Headcount Snapshot for Plan Report for HCM Scorecard	Lists the hires, terminations, transfers and headcount for workers grouped by supervisory organisation, cost centre, company, region and location. This report is used primarily as a sub report for composite reports with different control fields for such metrics. It is also filtered to the appropriate org role. This reports answers questions such as: What is my ending headcount, hires, terminations and transfers for a given period and org(s)?
Trended Termination Details	Lists terminated workers in 1 or more organisations. Enables you to analyse turnover by organisation and to view termination data for regulatory reporting. Details include each worker's hire date, termination date, length of service, termination category, termination reason, business site, cost centre, manager, and compensation.
Trended Terminations	Lists all employee terminations in 1 or more organisations for a given date range. Enables you to view termination events by date and to see a subset of termination details.

Trended Turnover Summary	Displays Turnover information for selected organisations and is based on the Trended Workers data source. The Period for turnover analysis is a 3 year window from current date. The Turnover analysis is always based on Primary Position information
Trending Terminations by Location	View the top 5 locations by total termination count trended by quarter for the selected organisation, for the selected start and end dates.
Trending Terminations by Organisation	View the voluntary, involuntary and regrettable termination counts for the selected organisation trended by quarter, as of the selected period.
Trending Time to Fill Critical Positions	The trended time to fill critical positions report charts the trending quarterly average and 12 month moving average for the time to fill critical positions in days. Required prompts: Time Period and Period.
Trending Time to Fill Critical Positions - Indexed	The trended time to fill critical positions report charts the trending quarterly average and 12 month moving average for the time to fill critical positions in days. Required prompts: Time Period and Period.
Turnover Rate by Supervisory Hierarchy and Quarter	
Upcoming Appointment End Dates	Report returns academic information for an appointee with an appointment end date in the selected date range.
View All Positions	The View All Positions report provides information for position management Supervisory Organisations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available.
View All Scheduled Occurrences by Date	
View Calculated and Override Balances	This report shows all the carryover balances exists in the system for a worker.
View Open Positions	View a summary of open positions in an organisation. Enables you to audit the total number of available positions and hours, as well as the number of pre-hires for each position. Details include the organisation, manager, position group, earliest hire date, position count, and number of pre-hires. If the organisation uses headcount management, the number of available hours is also displayed.
View Request Types	The report enables you to view all request types you have access to.
Voluntary Terminations by Management Level	View the voluntary termination counts by management level for the selected organisation and start and ends dates.
Work Space Directory	Displays the name, location and work space for workers at a selected location. Includes all levels of work space such as building, floor, and cubicle (if applicable).

Worker Certifications	View a list of all worker certifications. Details include the worker name, certification name, certifier or issuer, country, issued date, expiration date, examination date, and examination score. You can also access certification preview cards to view the certification source, status, and entry date.
Worker Certifications with Specialties	View a list of all worker certifications. Details include the worker name, certification name, specialties and subspecialties, certifier or issuer, country, issued date, expiration date, examination date, and examination score. You can also access certification preview cards to view the certification source, status, and entry date.
Worker Change History Report	View a summary of worker changes in one or more organisations. Enables you to analyse staffing and compensation changes by person within organisations. The work history includes current and proposed changes to positions, managers, cost centres, business sites, compensation grades, and base pay amounts.
Worker Data Streams Audit	This report lists all workers who have more than one active worker record at a given time. Please correct hire or termination dates to fix the overlapping worker records returned.
Worker Details	This standard search report returns all workers. You can filter workers by location, supervisory org, and job profile.
Worker Education	View education details for all workers. Details include the highest degree, school name, school location, state or province, country, school type, degree type, date degree received, field of study, years of attendance, and grade average. You can also access education preview cards to view the name of the person who entered the education, the entry date, and the source.
Worker Proportion Trends	View worker (managers and employees) proportion trends for the selected organisation and start and end dates.
Workers by Organisations - Indexed	This report returns one row per worker. Only includes active workers who are: 1) associated with the organisations selected, 2) associated with the corresponding subordinate organisations if "Include Subordinate Organisations" is selected, and 3) the manager associated with each supervisory and subordinate organisation included if "Include Managers" and one or more supervisory organisations are selected. Prompts the user at run-time for one or more organisations, whether the subordinate organisations should be included and whether managers should be included in the results. The Organisation prompt only includes organisations the user manages or supports.

Workers Currently on Leave	View all workers on leave within selected organisations, by leave type, and over a specified date range. Leave one or both dates blank to perform an open-ended search. You also have the option to include workers returned from leave. Workday uses the Actual Last Day of Leave value (not the First Day Back to Work value) to determine whether workers have returned from leave. Details for each worker include leave type, leave dates, estimated total days on leave, and processing effects on other business areas. Enables you to perform related actions such as putting workers on leave or returning them from leave.
Workers I Support - Indexed	
Worker's Job History	View job history for one or more workers. Details include the effective date, position, related business process, supervisory organisation, worker type, job profile, job title, business title, time type, location, default weekly hours, scheduled weekly hours, pay rate type, pay group, organisation, and entry date. Enables you to see which staffing events affected a worker's job, when they occurred, and the resulting changes.
Worker's Job Profile History	
Workers on Leave	View all workers on leave within selected organisations, by leave type, and over a specified date range. Leave one or both dates blank to perform an open-ended search. You also have the option to include workers returned from leave. Workday uses the Actual Last Day of Leave value (not the First Day Back to Work value) to determine whether workers have returned from leave. Details for each worker include leave type, leave dates, estimated total days on leave, and processing effects on other business areas. Enables you to perform related actions such as putting workers on leave or returning them from leave.
Workers Returned from Leave	View all workers returned from leave within selected organisations, by leave type, and over a specified date range. Leave one or both dates blank to perform an open-ended search. Details for each worker include leave type, leave dates, total days on leave, and processing effects on other business areas. Enables you to perform related actions such as placing a worker on another leave.
Workers Returning from Leave	View all workers returning from leave within selected organisations, by leave type, and over a specified date range. Leave one or both dates blank to perform an open-ended search. Details for each worker include leave type, leave dates, estimated total days on leave, and processing effects on other business areas. Enables you to perform related actions such as putting workers on leave or returning them from leave.

Workers Returning from Leave this Week	View all workers returning from leave within selected organisations, by leave type, and over a specified date range. Leave one or both dates blank to perform an open-ended search. Details for each worker include leave type, leave dates, estimated total days on leave, and processing effects on other business areas. Enables you to perform related actions such as putting workers on leave or returning them from leave.
Workers with Probation Periods	View workers with an active probation period on a specified date. Details include the Company, Supervisory Organisation, Location, Manager, Position, Probation Start Date, Probation End Date, and Status.
Workforce Tenure - Yearly Trend	View your yearly workforce tenure trend for the selected organisation and start and end dates.

