

The following topics outline various processes, reports, and tasks within Workday that are available to managers.


CHECK THE STATUS OF MY PROCESSES

To review or check the status of a process:

1. Navigate to your **Inbox**.
2. Select the **Archive** tab. This tab displays your past actions and business processes completed within the last 30 days.
3. In the Process column of the Process History grid, select a link to access the details, process history, and related links of the selected business process.

The screenshot shows the 'Inbox' interface with the 'Archive' tab selected. It displays a list of actions and a detailed view of a 'Promotion: Adam Carlton' event. The 'Process History' table is highlighted with a red box, showing the following data:

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Change Job	Change Job	Step Completed	08/26/2022 03:12:29 PM	09/02/2022	Logan McNeil	1	
Change Job	Review: Current Manager	Not Required		09/02/2022		0	
Change Job	Review: Receiving Manager	Approved	08/26/2022 03:16:50 PM	08/28/2022	Beth Liu (Proposed Manager)	1	
Change Job	Approval by Manager's Manager	Awaiting Action		08/28/2022	Logan McNeil (Proposed Manager's Manager)	1	

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COMPARE MY TEAM

Use the Compare Team report to analyze key worker attributes.

From the Compare Team report:

1. Select an organization to analyze. Your security settings determine which organizations and worker information you can access.
2. Select **OK** to compare the employees' job, base pay, bonus, and performance information.

	Amber Vasser	Brian Kaplan	Cory Young	Laurie Jenkins	Marcus Severino
Job					
Current Job	Training Specialist	Senior Customer Services Representative	Customer Service Representative	Senior Customer Services Representative	Customer Service Representative
Years in Current Job	5.07	11.78	10.4	13.58	9.06
Years of Service	5.7	11.78	10.39	13.57	9.05
Hire Date	12/15/2015	11/16/2009	04/04/2011	02/01/2008	08/06/2012
Base Pay					
Total Annualized Amount	\$83,819.00	\$77,000.00	\$75,547.00	\$60,200.00	\$70,587.00
Market Position		Below Market	Below Market	Below Market	Below Market
Last Increase Amount	\$2,834.00	\$3,316.00	\$2,200.00	\$22,000.00	\$3,680.00
Last Increase Percent	3.50%	4.50%	3.00%	57.59%	5.50%
Years Since Last Increase	1.40	1.40	1.40	4.16	1.40
Date of Last Increase	04/01/2020	04/01/2020	04/01/2020	07/01/2017	04/01/2020
Bonus					
Last Payment Amount	\$1,179.00	\$1,263.00	\$1,363.00	\$522.05	\$2,382.00
Last Payment Plan	Bonus - Team Member	Bonus - Team Member	Bonus - Team Member	Bonus - Team Member	Bonus - Team Member


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ACCESS ANALYTICS DURING A PROCESS

Embedded analytics are available on configured business processes.

To access analytics during a process:

1. Initiate a transaction for a worker, such as Start Job Change or Request Compensation Change.
2. Select the **View Related Information** icon  in the upper-right corner of the page.

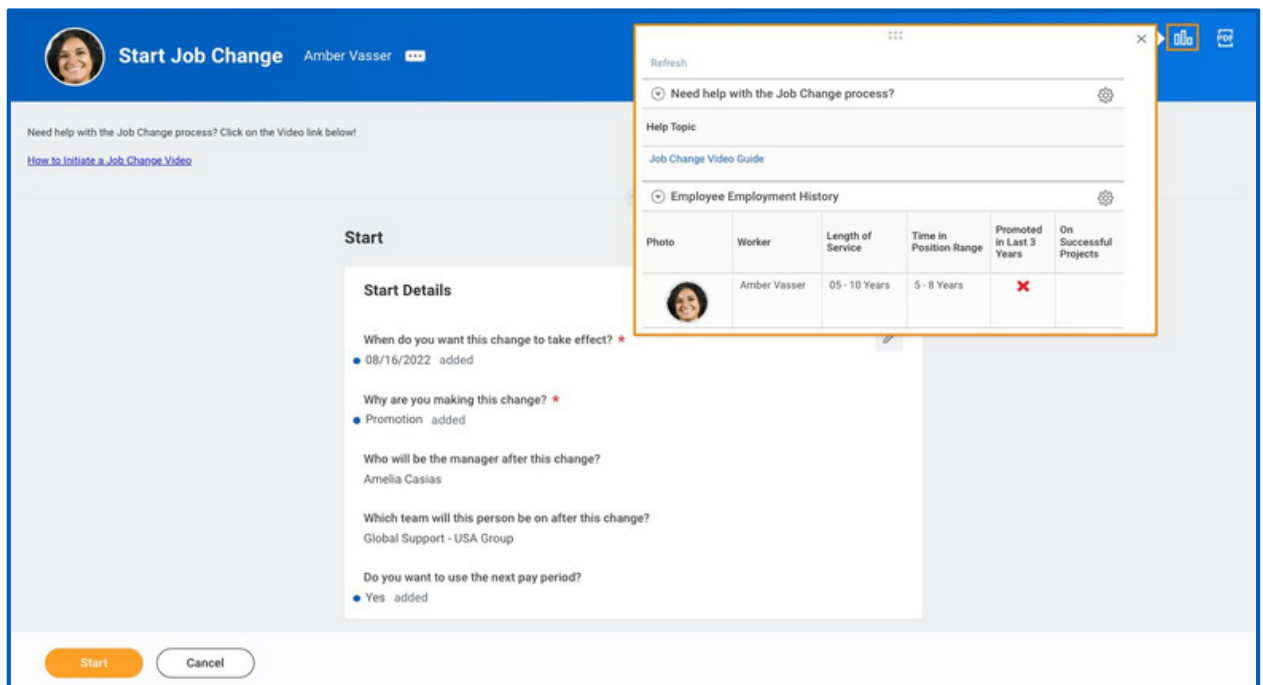




Photo	Worker	Length of Service	Time in Position Range	Promoted in Last 3 Years	On Successful Projects
	Amber Vasser	05 - 10 Years	5 - 8 Years	X	

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CHANGE BUSINESS TITLES

To change an employee's business title:

1. Navigate to the **Change Business Title** task.
2. In the Worker prompt, select the employee.
3. Select **OK**.
4. In the Effective Date field, enter the date you want the change to take place. The date defaults to today.
5. In the Proposed section, in the Business Title field, enter the employee's new title.

The screenshot shows the 'Change Business Title' task interface in Workday. The header includes the title 'Change Business Title', the employee name 'Kya Thomas', and the position 'P-00775 Customer Service Representative - Kya Thomas (Position Vacate:08/22/2022)'. The form contains the following fields:

- Effective Date ***: 08/12/2022 (with a calendar icon)
- Job Profile**: Customer Service Representative
- Job Title**: Customer Service Representative
- Proposed** section (highlighted with an orange border):
 - Business Title ***: Senior Customer Service Representative
- Current** section:
 - Business Title**: Customer Service Representative

6. Select **Submit**.
7. Navigate to the employee's Worker Profile to view the title change. Note that additional approvals may be necessary.