


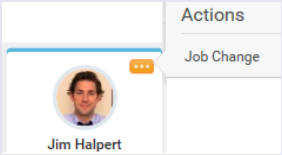
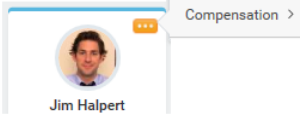


# Workday Manager Fact Sheet

Workday is here! Use this fact sheet as a tool to get started with key processes you will use as a manager. For additional information, use the [Quick Reference Guides \(QRGs\)](#) on the [Workday site](#).

I want to...	Start from..	Then enter, select or view...
View reports and take actions on my team	<b>My Team Application</b>   My Team	<b>Headcount</b> View details about workers and positions. Select parameters such as base pay and job profile to pivot the data  <b>Team Side-by-Side</b> View job details; pay information such as base, mid-point, compa-ratio, bonus & AIP target
View my team's cost center information members		<b>View all Positions with Financial Assignments</b>
Create or edit a position		<b>Create / Edit Positions</b>
View a roll-up and other information about my team	<b>Search Bar</b>  	<b>Worker Detail Report for Manager</b> View details and select parameters such as base pay and job profile to pivot the data
View my headcount over a time period		<b>Position Summary</b> View details, select parameters (such as base pay and job profile) to pivot the data
View, review or approve my team's time entry and time off requests	<b>Manager Time &amp; Absence Reports</b>   Team Time	<b>My Team's Time</b> <b>My Teams' Upcoming Time Off</b> <b>Review Time</b> <b>All Time Off</b> <b>Workers on Leave</b> <b>Time Off &amp; Leave Calendar</b>
Promote, transfer or change other information about my employee	<b>Employee Related Actions: Job Change</b>  	<b>Transfer, Promote or Change Job</b>
Start the termination (voluntary) process for an employee		<b>Terminate Employee</b>
Change employee's base pay (not associated with annual salary planning)	<b>Employee Related Actions: Compensation Change</b>  	<b>Request Compensation Change</b>
Request a Champion or Spot Award		<b>Request One-Time Payment</b>