Introduction to Workday: Navigation and Manager Self-Service

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Created by the Workday Communication, Training and End-User Support Team
Navigating Workday – The Basics

Home Page

The Home landing page is the default page that displays when you log into Workday. This page contains your Work feed, which displays tasks (actions) that you can perform, alerts, and notifications. It will also display default Cornell worklets, such as Important Links. You may configure this page to include Custom Reports, Reports, or other helpful worklets. Like any Workday landing page, simply click the Configure this Page gear icon located in the upper right hand corner of the home page) to suit the needs of the user, with optional worklets.

Worklets

Worklets provide access to groups of related tasks, reports, and links. Worklets are organized by functional category and represent different kinds of tasks or work that you can easily perform using self-service functionality. Each worklet is represented by icons on the Home page.
Search

**Using the Search field**

Use the Search window to locate any tasks, reports, and views to which you have access. It is advisable to select the All of Workday search option to generate a thorough search.

You can search by employee ID’s, names, tasks, available actions, report names, cost centers, etc. Note that your results may be limited by your role.

For example, for an employee that is outside your organization. If you have no support or managerial responsibilities for a particular person or organization, the information retrieved is restricted to directory-level information. You may also see the organizations that they belong to, their management chain, their current job, and who supports the organization that they reside in such as their HR Partner, Benefits Partner, etc.
Related Actions Icon

When the Related Actions icon, , appears next to an object, you can take actions or complete tasks related to that object. Available actions depend on the security groups you belong to. In the example below, Ana Gomez has the ability to view data and accomplish tasks related to her own employee record, such as changing her preferred name or requesting time off—all from the related actions menu associated with her own name.

Profile Menu

These links are located on the right hand side of the Workday screens, underneath the Worker Profile (picture and name) and each have special functionality.

**Home:** Home Page

**Inbox:** Your entire Inbox is available here. It can be used to access tasks and to review requests and their status. The Inbox can also be delegated from this tab.

**Notifications:** This link is where any configured notifications would appear.

**Favorites:** This link is where you can identify specific and frequently used report and tasks to be set as “favorites” for ease of access and use.

**W: Drive:** This link is a storage site for larger reports run in Workday. A report can be generated and the output sent to the W: Drive while you continue to work in the system. Access to items in the W: Drive is limited to those items generated from your own account.

**My Account:** From this link you can Change Preferences such as your search preferences, and your notification set-up.
**My Team**

The *My Team* worklet is Workday’s one stop shop for all manager self-service and informational needs. From this page a manager can access all relevant information about their direct reports.

**Overview**

The icons on your *My Team* page provide access to groups of related tasks, reports, and links called worklets; these worklets are organized by functional category and represent different kinds of tasks or work that you can easily perform using manager self-service functionality.

From the **Home** page click the **My Team** Worklet. The **My Team** expanded menu gives you quick, easy access to your **Direct Reports**, and a way to **View** other useful information - simply click the **link**.
Worklets can be added or removed as allowed by your organization. There may be required worklets and some of the worklets shown may not be available to you, depending on the functionality enabled in your Workday implementation. The following table is a list of some of the available worklets:

<table>
<thead>
<tr>
<th>Worklet</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Team</td>
<td>Managers can take specific actions on or view information about their team and direct reports.</td>
</tr>
<tr>
<td>Inbox</td>
<td>This is a worklet version of your Workday Inbox accessible from your my Team page.</td>
</tr>
<tr>
<td>Compensation</td>
<td>Managers can graphically view their direct report’s pay compared to others on the team, and by salary range. They can also view compensation history.</td>
</tr>
<tr>
<td>Employee Changes</td>
<td>This worklet summarizes recent activity within your team, such as hires, promotions and transfer.</td>
</tr>
<tr>
<td>Favorites</td>
<td>Store your most favorite Workday tasks, business objects and reports in this worklet for quick and easy access.</td>
</tr>
<tr>
<td>Headcount</td>
<td>With this worklet view your organizations available headcount, as well as access organization information and navigate the organization hierarchy.</td>
</tr>
<tr>
<td>Hiring</td>
<td>Managers have full view into information related to the hire process, including applicant pools, interview results, and qualified employees.</td>
</tr>
<tr>
<td>More</td>
<td>This worklet stores a comprehensive list of all the Workday tasks and reports available to you. Provides alternate view of the items on the Navigate tab’s Menu list.</td>
</tr>
<tr>
<td>Team Time Off</td>
<td>Manage employee time off requests by entering or correcting time off, or place employees on leave. All time off balances can be viewed, or just the approved balances.</td>
</tr>
<tr>
<td>Birthdays &amp; Anniversaries</td>
<td>These two worklets track and alert you to any upcoming employee birthdays and anniversaries.</td>
</tr>
</tbody>
</table>
Direct Reports - The Employee Profile

Clicking the name link for an employee on the My Team expanded worklet displays their worker record with detailed information. Use additional worklets on the worker record to display specific categories of information, for example, Compensation or Time Off.

Job

The Job worklet includes the Job Details, All Jobs, Manager History, Management Chain, Organizations, Support Roles and Worker History tabs.

Job Details, All Jobs, and Job History Tabs

The Job Details tab provides relevant information about their current job. The All Jobs tab will list other existing active jobs at Cornell University. Job History displays historical job information at a summary level for the employee.

Manager History and Management Chain Tab

The Manager History tab displays historical Manager information for the employee. The Management Chain tab lists the hierarchy of your organization, including contact information where available.
Support Roles
This tab lists each of the key support roles for the employee—roles such as HR Partner, Benefits Partner, and Compensation Partner. Clicking on the name of the person in a support role gives you contact information for that person, such as phone number and email address.

Organizations
Workday allows for many different levels of reporting including company (endowed or contract college), Cost Center, Budgeted Position, KFS Organization, Union, and Non-Students, among others.

Worker History Tab
The employee’s Worker History tab provides event/transaction details relating to the employee. Click the links in this tab to display additional details relating to the event.

Important Note: In addition to the Worker History tab, a link to the Employee Data Lookup tool, which houses employee historical data, can be found in the Important Links: HR worklet.

Academic (if applicable)
The Academic worklet contains academic position information for the applicable employee type.

Compensation
The Compensation worklet displays compensation information for the employee, such as Total Base Pay and any Allowances.
**Pay**

The Pay worklet displays employee costing information such as default costing or an earning override, as applicable.

**Time Off**

The Time Off worklet displays a summary of your time off balances, as well as a historical view of requested time off by date, and any leaves of absence.

**Contact**

The Contact tab stores address, phone, email, and instant message contact information, as available. Work contact information is always visible.

Emergency contacts are also stored on the Emergency Contacts tab.

**Personal**

The Personal worklet contains the Personal Information, ID, and Documents tabs.

The Personal Information tab displays gender, date of birth, marital status, ethnicity, and military service status.

All identification, certification, and licensing information can be viewed on the ID tab, as well as pertinent Benefits ID information. Currently, Cornell University is not using the Workday documents feature.
Navigating Supervisory Organizations

Search for an organization by manager’s last name or other criteria. Supervisory organizations have various designations, most typical are **HC** organizations (which hold headcount “groups” of temps, casuals, students, and academic employees, or **SUBD** (which hold classified and banded positions.).

1) In the search box , type the manager’s name and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the organization link.

3) From the main organization page, click the **Related Actions** icon, then then **Org Chart**. The organization chart displays.

As you open, close, and navigate through your organizations, Workday animates the transitions of the chart and synchronizes the left-side panel displaying an organization outline, or tree.

You can use the chart or the tree to move between organization levels, as well as expand and collapse organizations. Use the zoom control bar to control the size of the chart. Double-clicking an organization zooms and pans the chart to focus on that organization. Double-clicking in whitespace fully zooms out, giving you a bird’s eye view of the entire organization structure.
Time-Off Requests

The following is a general overview for working with time off requests. Requests can be found in various places for you to work with: they can be viewed in the Team Time Off worklet on the Home page, and they can be reviewed/approved through your Workday Inbox.

1) Click on your Inbox icon (either a worklet on your Home page, or in the menu below your Employee Profile)
2) Select the request to Review (the event details display for you to view).
3) Click the drill-down arrow next to the Time-Off Balance as of Current Date to display balances.
4) Click on the drill-down arrows next to Previous Time-Off Requests or Previous Time-Off Adjustments to view additional information.
5) Approve, Deny, or Send Back, as appropriate.

Reports

Workday has over 250 standard reports that a team of HR professionals from across campus examined. With that team’s input, Cornell has also built several custom reports. This document explores three categories of reports that the team suspects may meet your top-level reporting needs: additionally, you can supplement these reports by looking at and finding other Workday reports that may better suit your unit’s specific reporting needs.

For example, use the slide out tab to the far-right side of your Workday screen: the navigation tab, just above your inbox tab, shows you categories of reports and tasks, to give you an idea of what is available in Workday.

<table>
<thead>
<tr>
<th>Workforce Reports</th>
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<tbody>
<tr>
<td>Comprehensive Informational Extract</td>
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<tr>
<td>Fixed Term Appointments</td>
</tr>
<tr>
<td>Positions and Their FTE</td>
</tr>
<tr>
<td>Headcount Report</td>
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<tr>
<td>Staffing Activity Summary</td>
</tr>
<tr>
<td>Employment Demographics</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Compensation and Costing Reports</th>
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</thead>
<tbody>
<tr>
<td>Compensation Spreadsheet</td>
</tr>
<tr>
<td>Compensation Plan Expected End Date Audit</td>
</tr>
<tr>
<td>All Workers Costing Allocation</td>
</tr>
<tr>
<td>Worker Costing Allocation by Employee</td>
</tr>
<tr>
<td>Payroll Costing by Organization</td>
</tr>
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<tr>
<th>Business Process Reports</th>
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<tbody>
<tr>
<td>Employees on Leave</td>
</tr>
<tr>
<td>Terminations</td>
</tr>
</tbody>
</table>
Workday reports to help you manage your team

Several reports will help you manage your team (workforce): this section explores reports for worker information, staffing information, and organization information.

Worker Information

<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Informational Extract</td>
<td>HR Partner, HR Lookup, Senior HR Partner</td>
<td>This detailed report shows all personal, compensation, demographic and job related information about academic, staff and temporary employees in a supervisory organization.</td>
</tr>
</tbody>
</table>

1) In the search box , type Comprehensive Informational Extract and then click the Search button, or press the Enter key. The Search Results pane displays.

2) Select the report.

3) In the Organization field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or c the to see a list of all of the organizations in which you hold the role to run this report. Select one (or many) supervisory organizations.

4) If you want to include subordinate organizations, click the check box to do so.

5) Enter the effective date.

6) If you want to find a specific employee, enter that person’s net ID.

7) Click OK. The report appears.

8) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the icon.
<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Term Appointments</td>
<td>HR Partner, HR Lookup, Management Partner, Manager, Senior HR Partner</td>
<td>This report shows the end employment date, expected end date, compensation and job related information for staff within a HC or SUBD supervisory organization. Suggestion: Managers and/or Management Partners should run this report on a monthly basis to track pending end-of-term appointment dates.</td>
</tr>
</tbody>
</table>

1) In the search box  , type **Fixed Term Appointments** and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the report.

3) In the **Organization** field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the **to see a list of all of the organizations in which you hold the role to run this report. Select one (or many) supervisory organizations.**

4) If you want to include subordinate organizations, click the check box to do so.

5) If you only want active employees, check the **Active Status** box.

6) Click **OK**. The report appears.

7) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the icon.
**Staffing Information**

<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions and their FTE</td>
<td><em>HR Partner, HR Lookup, Management Partner, Manager,</em> Senior HR Partner</td>
<td>This report shows the scheduled weekly hours and FTE for all staff within a HC or SUBD supervisory organization.</td>
</tr>
</tbody>
</table>

1) In the search box, type **Positions and Their FTE** and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the report.

3) In the **Organization** field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the “see a list of all of the organizations in which you hold the role to run this report. Select one (or many) supervisory organizations.

4) If you want to include subordinate organizations, click the check box to do so.

5) Enter the start and end dates.

6) Choose whether to include employees who have returned from leave and/or pending leave events.

7) Click **OK**. The report appears.

8) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the icon.
<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount Report</td>
<td>Management Partner, HR Partner, Hire Initiator, Manager, HR Lookup, Senior HR Partner</td>
<td>This report shows you information about SUBD or HC supervisory organizations, and this report, unlike others, allows you to view information in different ways: you can click on a numbers in the workers, active employees, or inactive employees’ columns to have Workday summarize the data based on one of many choices.</td>
</tr>
</tbody>
</table>

1) In the search box , type **Headcount Report** and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the report.

3) Select the date: this date field lets you view the status of the supervisory organization as of the date you choose.

4) In the **Organization** field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the **to see a list of all of the organizations in which you hold the role to run this report. Select only one supervisory organization.**

5) If you want to include subordinate organizations, click the check box to do so.

6) Click **OK**. The report appears.

7) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter **icon, or download the data into Excel by clicking the icon.**
<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing Activity</td>
<td>HR Partner, MP,</td>
<td>This report, unlike others, allows you to view</td>
</tr>
<tr>
<td>Summary</td>
<td>Manager, SR Partner,</td>
<td>information in different ways: you can click on</td>
</tr>
<tr>
<td></td>
<td>HR Lookup</td>
<td>a numbers in the columns to have Workday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>summarize the data based on one of many choices.</td>
</tr>
</tbody>
</table>

1) In the search box, type **Staffing Activity Summary** and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the report.

3) In the **Organization** field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the **_organization** icon to see a list of all of the organizations in which you hold the role to run this report. Select only one supervisory organization.

4) If you want to include subordinate organizations, pending activity, or future activity click the check boxes to do so.

5) If you want to limit the summary to only show transactions with which a certain role has interacted (e.g., Management Partner or HR Partner), select the organization role.

6) If you want to view only transactions for one or more employee types (e.g., regular, fixed term, student hourly, etc.), select which employee types you want to see in the summary.

7) Choose either the time period or the date range. If you select a time period, Workday will group the transactions in corresponding increments: e.g., if you select **Previous 24 Months**, the report will show transactions organized by each month of the year.

8) Click **OK**. The report appears.

9) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon or download the data into Excel by clicking the **Export** icon.
**Organization Information**

<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Demographics</td>
<td>HR Partner, HR Lookup, Senior HR Partner, Management Partner, Hire Initiator</td>
<td>This report shows the job classifications, gender, ethnicity, age, citizenship and military staff for staff within an HC or SUBD supervisory organization.</td>
</tr>
</tbody>
</table>

1) In the search box, type **Employment Demographics** and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the report.

3) In the **Organization** field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the **Organization** to see a list of all of the organizations in which you hold the role to run this report. Select only one supervisory organization.

4) If you want to include subordinate organizations, click the check box to do so.

5) If you want to include managers, check the box to do so.

6) If you want to view only transactions for one or more employee types (e.g., regular, fixed term, student hourly, etc.), select which employee types you want to see in the summary.

7) Because Cornell is not using contingent-worker fields, the contingent-worker type will not populate with any choices.

8) Click **OK**. The report appears.

9) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the **Export** icon.
Workday Compensation and Costing Allocation reports

These five reports will help you to manage compensation and costing allocations for the workers that you support.

**Compensation Reports**

<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Spreadsheet</td>
<td>HR Partner, HR Lookup, Senior HR Partner, Management Partner, Hire Initiator, Comp Finance Partner, Finance Look-up, Manager</td>
<td>This report shows compensation information about workers in the supervisory organization(s) you support: view the worker’s name, hire date, position, comp grade and profile, pay ranges, total salary and allowances, comp ratio, and active compensation plans.</td>
</tr>
</tbody>
</table>

1) In the search box , type Compensation Spreadsheet and then click the Search button, or press the Enter key. The Search Results pane displays.

2) Select the report.

3) Select the effective date.

4) In the Organizations field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the to see a list of all of the organizations in which you hold the role to run this report. Select only one (or more) supervisory organization(s).

5) If you want to include subordinate organizations, click the check box to do so.

6) Click OK. The report appears.

7) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the icon.
<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Plan Audit</td>
<td>HR Partner, HR Lookup, Senior HR Partner, Management Partner, Hire Initiator, Comp Finance Partner, Finance Look-up, Manager</td>
<td>This report shows compensation information and plan end dates for workers in the supervisory organization(s) you support: view the worker’s name, position, compensation plan, amount, frequency, plan start date, and plan end date.</td>
</tr>
</tbody>
</table>

1) In the search box, type **Compensation Plan Expected End Date Audit** and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the report.

3) Check the box if you want to include subordinate organizations.

4) In the **Organizations** field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the **🔍** to see a list of all of the organizations in which you hold the role to run this report. Select only one (or more) supervisory organization(s).

5) If you desire, select a start and/or end date: by doing so, you will limit your search results to only those plans that started or ended on the date(s) you select, if those plans were entered by the **View As Of** date that you enter next.

6) Select the **View As Of** date that you are interested in. For example, if you are interested in plans that were entered as of today, enter today’s date: you will see plans that were in the system as of (or before) today.

7) Click **OK**. The report appears.

8) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter **🔍** icon, or download the data into Excel by clicking the **⬇️** icon.
## Costing Allocation (Labor Distribution) Reports

<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Workers Costing Allocations</td>
<td>Compensation Finance Partner, Finance Lookup Partner, Management Partner, HR Partner, Senior HR Partner</td>
<td>This report shows the costing allocation and distribution for academic, regular, temporary and student workers, including regular pay and allowances. Note: currently, this report only lists costing overrides, not the default costing. By default, the report sorts by the first name, but you can click on any column header to perform different sorting.</td>
</tr>
</tbody>
</table>

1) In the search box , type All Workers Costing Allocations and then click the Search button, or press the Enter key. The Search Results pane displays.

2) Select the report. The report appears.

3) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the icon.

<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker Costing Allocation by Employee</td>
<td>HR Partner, Senior HR Partner, HR Lookup, Payroll Partner, Payroll Administrator</td>
<td>This report shows position, costing allocation, and percentage distribution for any selected staff member. Note: currently, this report only lists costing overrides, not the default costing. This report is run for individual employees and is not defined by a HC or SUBD organization.</td>
</tr>
</tbody>
</table>
1) In the search box , type **Worker Costing Allocation by Employee** and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the report.

3) In the **Employee** field, type all or part of the employee’s name or click the **to see a list of all of the employees you support. Select one (or many) employees.

4) Click **OK**. The report appears.

5) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the icon.

<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Payroll Costing by Organization</td>
<td>Compensation Finance Partner, HR Lookup, Senior HR Partner, HR partner, Management Partner</td>
<td>This report shows which workers are associated with a particular cost center.</td>
</tr>
</tbody>
</table>

1) In the search box , type **Payroll Costing by Organization** and then click the **Search** button, or press the **Enter** key. The **Search Results** pane displays.

2) Select the report.

3) In the **Organization** field, which is NOT like other organization fields in that it is not for a supervisory organization, type all or part of the **Cost Center** name or account number or click the **to see a list of all of the cost centers. Select only one (cost center.

4) If you choose to filter your search by pay component (e.g., auto allowance, FWS, or many other earning choices), select the **Pay Component Group** field.

5) Enter an effective date.

6) Click **OK**. The report appears.

7) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the icon.
Workday reports to help manage Business Processes

Leaves

Several reports manage business process (BP) related information. Two reports that you might use frequently are Employees on Leave and Terminations.

<table>
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<tr>
<th>Report name</th>
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</thead>
<tbody>
<tr>
<td>Employees on Leave</td>
<td>Management Partner, HR Partner, Compensation Finance Partner, Manager, HR Lookup, Senior HR Partner, Student Employment Management Partner, Student Employment Partner</td>
<td>Shows employees on (and returned from) leave, their position, the type of leave, and the dates of the leave. Suggestion: Managers and/or Management Partners should run this report on a monthly basis to track staff leaves and determine future business processes and/or allowances based on leave type.</td>
</tr>
</tbody>
</table>

1) In the search box, type Employees on Leave and then click the Search button, or press the Enter key. The Search Results pane displays.

2) Select the report.

3) In the Organization field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the to see a list of all of the organizations in which you hold the role to run this report. Select one (or many) supervisory organizations.

4) If you want to include subordinate organizations, click the check box to do so.

5) Enter the start and end dates.

6) Choose whether to include employees who have returned from leave and/or pending leave events.

7) Click OK. The report appears.

8) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter icon, or download the data into Excel by clicking the icon.
Terminations

<table>
<thead>
<tr>
<th>Report name</th>
<th>Roles that can view</th>
<th>Information in the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminations</td>
<td>Hire Initiator, Management Partner, HR Partner, Manager, HR Lookup, Senior HR Partner</td>
<td>Shows employees who have been terminated: this report does not show expected end dates; instead, it shows employees who actually have been terminated or have a future-dated termination that has successfully completed.</td>
</tr>
</tbody>
</table>

1) In the search box 🔄, type Terminations and then click the Search button, or press the Enter key. The Search Results pane displays.

2) Select the report.

3) In the Organization field, type all or part of the supervisory organization (or the manager’s name who owns the supervisory organization) or click the 🔄 to see a list of all of the organizations in which you hold the role to run this report. Select one (or many) supervisory organizations.

4) If you want to include subordinate organizations, click the check box to do so.

5) Enter the start and end dates.

6) Choose whether to include employees who have returned from leave and/or pending leave events.

7) Click OK. The report appears.

8) View the information in Workday, sort the information by clicking on the column headers, filter the information by clicking the filter 🔄 icon, or download the data into Excel by clicking the 🔄 icon.