

Additional Navigation for Managers

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

On this job aid:

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[Initiate Employee Changes](#)

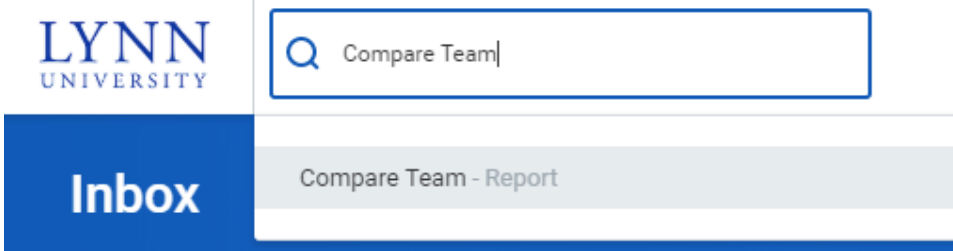
[Change Business Title](#)

[Add Manager Optional Apps/Worklets to Your Home Page](#)

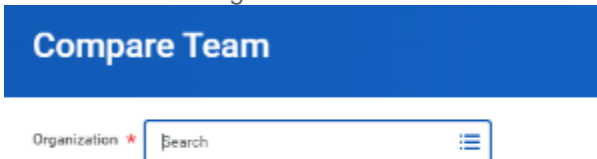
Compare My Team

Use the Compare Team report to analyze key worker attributes.
From the Compare Team report:




1. On the search box, type "Compare Team" and select the report.



2. Select your organization to analyze. By default, your own department will be selected. Your security settings determine which organizations and worker information you can access.




3. Click **OK** to compare the employees' job, base pay, bonus, stock, and performance information.


← Compare Team Actions			
Organization HR Services Department			
More 25 items			
	 Betty Liu	 Jacqueline Desjardins	 Maria Cardoza
Job			
Current Job	Director, Payroll Operations	Director, Recruiting Services	Director, Employee Benefits
Years in Current Job	19.11	19.11	19.11
Years of Service	19.09	19.09	19.09
Hire Date	01/01/2000	01/01/2000	01/01/2000
Base Pay			
Total Annualized Amount	\$142,889.00	\$148,518.00	\$120,340.00
Market Position			
Last Increase Amount	\$2,112.00	\$2,195.00	\$4,069.00
Last Increase Percent	1.50%	1.50%	3.50%
Years Since Last Increase	0.85	0.85	0.85
Date of Last Increase	04/01/2018	04/01/2018	04/01/2018
Bonus			
Last Payment Amount	\$2,635.00	\$2,738.00	\$2,708.00

Access your Staff Profile Page

You can initiate most business processes for staff changes on their profile page. Due to security settings, you can only initiate processes for your direct reports.

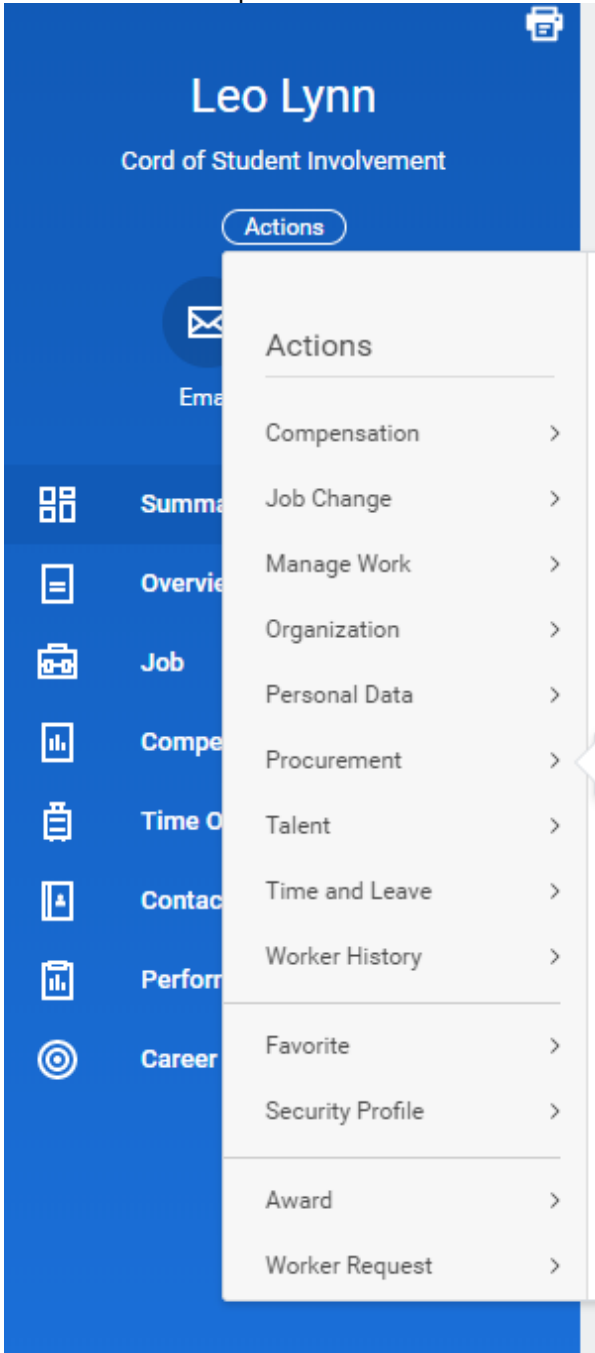
1. On the search page, type employee's name. Select the Employee record.





Leo Lynn - Employee

2. Select items on the profile menu or click "Actions" below the employee's title name.



Initiate Employee Changes

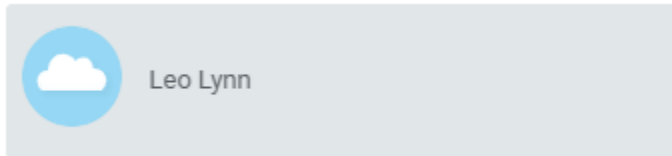
Managers can initiate changes to their staff by selecting actions under their staff profile.

1. Click on the My Team app.

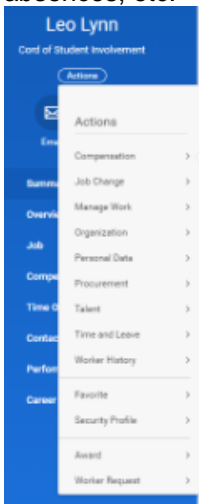


My Team

2. Select employee name



3. Click "Actions"
4. A list of available actions for the employee will be available, among them request compensation change, request one time payments, transfer or promote, add a job, view emergency contacts, enter time or absences, etc.



Change Business Title

From the My Team application:



My Team

1. Next to the employee card, select the related actions button (three dots)
2. Select Job Change

- ←

Change Business Title

Leo Lynn


Actions

Cord of Student Involvement - Leo Lynn

Actions

Effective Date *

04 / 20 / 2020



Job Profile


Cord of Student Involvement

Job Title

Cord of Student Involvement

Proposed

Business Title *



enter your comment

Attachments

Drop files here

or

Select files

Current

Business Title

Cord of Student Involvement

Submit

Save for Later

Cancel

- Note**
All Business Title will be routed to Employee Services for approval.

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