## **Additional Navigation for Managers**

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

On this job aid:

- Compare My Team
- Access your Staff Profile Page
- 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.

LYNN	Q Compare Team		
Inbox	Compare Team - 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.

Compare Team		
Organization * Bearch	≔	

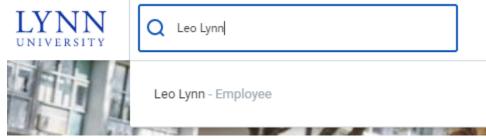
3. Click OK to compare the employees' job, base pay, bonus, stock, and performance information.

< Compare Team	Actions			01 🕞
Organization HR Services Department				
<b>Nore</b> 5 items				
	Betty Liu	Jacqueline Desjardins	Maria Cardoza	Â
Job				_
Current Job	Director, Payroll Operations	Director, Recruiting Services	Director, Employee Benefits	- 1
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				- 1
Last Increase Amount	\$2,112.00	\$2,195.00	\$4,069.00	- 1
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	

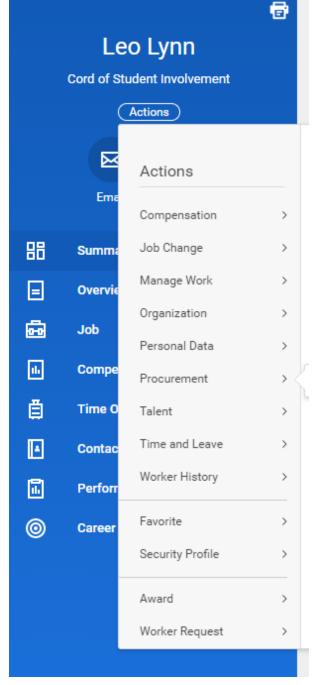
## Access your Staff Profile Page

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.



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



Initiate Employee Changes

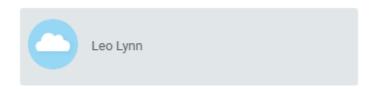
Managers can initiate changes to their staff by selecting actions under their staff profile.

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:



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

3. Select Change Business Title

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Q Search	Start Proxy		^
	Assign User-Based Gro	100 C	
	View Role Assignments	-	
	Maintain Worker Docu	View Team Work Address	
Actions	Academic Faculty >	Ø 3601 N. Military Trail Boca Raton, FL 33431 United States of America	
Transfer, Promote or Change Job	Benefits >		
mansier, Promote or Change Job	Business Asset >	√ Job	
Change Location	Business Process > Calendar >	Organization	
Change Contingent Worker Details	Calendar > Compensation >	Business Title	
	Expenses >	Manager	
Terminate	Job Change >	Transfer, Promote or Change Job	
	Manage Work >	Change Business Title	
	Organization >	Change Location Add Contract	
	Payment >	Add Job	
	Payroll	Assign Collective Agreement Start International Assignment	Ŧ
		Launch Onboarding	
	and the second se	Report No Show	
		Terminate Employee	
		Manage Probation Periods	
Mo	re (4)		

- 4. Enter Effective Date
- 5. Enter the employee's new title in the Proposed Business Title field.

← Change Business Title Leo Lynn Cord of Student Involvement - Leo Lynn	
Effective Date * 04 / 20 / 2020	
Job Title Cord of Student Involvement Proposed	Current
Business Title *	Business Title Cord of Student Involvement
Attachments	
Drop files here or Select files	
Submit Save for Later Cancel	

6. Click Submit.

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

7. Navigate to the employee's profile to view the title change.

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