HCM Leader – View Only Role

myworkday

You have been assigned the role of **HCM Leader—View Only**. This role has view only access to various business processes and reports that managers have access to for their respective Supervisory Organization (Sup Org). This role is granted by Sup Org.

Allows you viewer access to the various manger business processes based on your specific role*.

- Job Details
- Job History
- Employment Data
- Manager History
- Organization Support Roles
- Compensation
- Pay Change History
- Absence Requests
- Absence Balances
- Costing Allocations
- Emergency Contacts
- Contact Information
- Goals
- Performance Reviews
- Development Items
- Certifications
- Feedback

*this is not a complete list

Reports are available by typing the following report name* in the search field:

- My Team's Time Off Balance
- My Team's Upcoming Time Off
- Relevant Years of Experience
- Manage Job Requisitions
- All Certifications and Licenses Tracking
- My Team's Birthdays
- Position Summary

*This is not a complete list. Note that access to report data is based on role in Workday

Quick Reference Guides are available within the Resources tab of the respective online module or by clicking the links below:

- WDES-102-Q1 Role-Based Security
- WDES-105-Q1   Workday Reports
- WDHR-102 HR Reports in Workday
- Team Absence Calendar—Multiple Supervisory Organizations
- WDHR-401-Q3 View Compensation History
- WDHR-804-Q2 View Disciplinary Action

Online Training is available in the Learning Exchange.

- WDES-100: Introduction to Workday
- WDES-101: Workday FDM
- WDES-105: Workday Reporting
- WDHR-101: Workday HR Overview

Additional Information is available using the links below:

- Cost Center Translator
- Workday Training Hub
- Quick Reference Guides
- Getting Started in Workday
- HR QRG page
- HR Town Hall Recordings
- Workshop Recordings
- Security Roles & Guides
- WalkMe

Training Questions: email
BusinessEducation@vumc.org