Manager Role

myworkday

You have been identified as a **Manager (People Leader)** in Workday. This document contains information specific to your role.

This role is the **initiator** or **approver** for the following business processes* for your team:

Initiate
- Job Changes
- Job Requisitions
- Return from FMLA
- Onboarding new Employees
- Performance Reviews
- Performance Improvement

Approve
- Time Off requests
- Supplier requests
- Expense Reports
- Credentials
- Additional one-up approvals for managers on your team

This is not a complete list

Online Training is available in the Learning Exchange.

- WDES-100: Introduction to Workday
- WDES-101: Workday FDM
- WDES-102: Role-Based Security and Delegation
- WDES-105: Workday Reporting
- WDSC-101: Supply Chain Overview
- WDSC-606: Expense Reporting
- WDHR-101: Workday HR Overview

*This is not a complete list. Additional optional modules are in the **Workday Curriculum: Managers***

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

- Budget vs. Actual by Cost Center
- Budget vs. Actual by Revenue Category
- Expense Journal Lines
- Find Purchase Orders
- Find Supplier Invoices
- Income Statement
- General Ledger Activity 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:

- [Foundational Data Model (FDM)](#)
- [Role-Based Security](#)
- [Delegation](#)
- [Reports](#)
- [Approving Time Off](#)
- [Approving Expense Reports](#)

Smart Walkthrus are available for the following business Processes* within Workday:

- Delegate Inbox Items/Business Process
- Create Expense Report
- Approve Expense Report
- Payroll Costing Allocation
- Create Purchase Requisition
- Approve Purchase Requisition
- Create Supplier Invoice
- Approve Supplier Invoice
- Create Journal Entry

Smart Walkthrus are continually being added.

Additional Information is available using the links below:

- *Security Role questions - submit a Pegasus ticket here*
- [Cost Center Translator](#)
- [Reporting Crosswalk](#)
- [HR Reports in Workday](#)
- [What's Changing with Workday](#)
- [Workday Training Hub](#)
- [Quick Reference Guides](#)
- Training Questions: email **BusinessEducation@vumc.org**

Coming Soon