



## FTE Trend Report

The FTE Trend Report is available in Workday to review your FTE trends. This report will display the last 12 months' FTEs for the worktags selected.

### From the Workday Home Page:

1. Type **FTE Trend** to the search bar.
2. Choose the **CR—FTE Trend Report**.
3. Filter the report for the appropriate **Company, Organization, Cost Center, Period** (\* required) and/or **Worktag**. Multiple in each category can be chosen as needed.

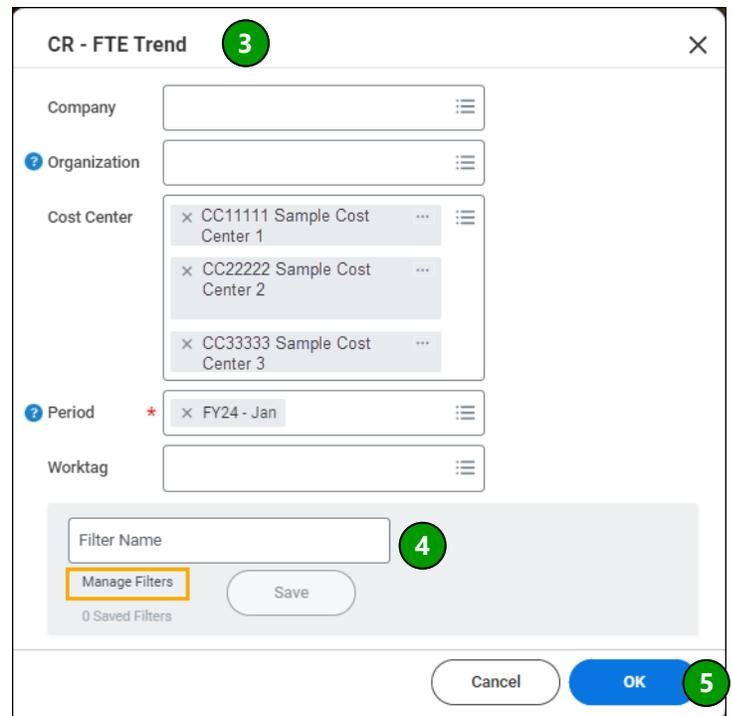
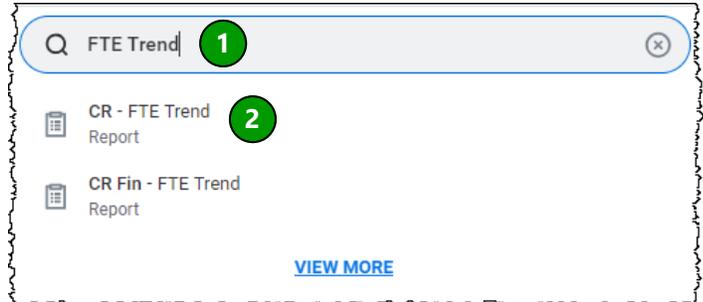
**Note:** FTE reports can only be run for **closed** fiscal periods. Running for a current, open period will display inaccurate results.

4. Enter a **Filter Name** and **Save** the quickly select the same prompts in the future. Saved filters can be run by selecting **Manage Filters**.

5. Select **OK**.

6. The **FTE Trend Report** will appear with the filters you applied. Note that if there is not information available for some of the filters, it will be reflected on the report.

7. You can download the report for your records by selecting the **Excel** or **PDF** icon.



CR - FTE Trend 6 7

Cost Center CC11111 Sample Cost Center 1  
CC22222 Sample Cost Center 2  
CC33333 Sample Cost Center 3

Period FY24 - Jan

CR - FTE Trend: 2 items

Cost Center	Jan - FY22 Annual	Jun - FY23 Annual	Jan - FY24 YTD	FY23-Feb (VUMC Fiscal Schedule)	FY23-Mar (VUMC Fiscal Schedule)	FY23-Apr (VUMC Fiscal Schedule)	FY23-May (VUMC Fiscal Schedule)	FY23-Jun (VUMC Fiscal Schedule)	FY24-Jul (VUMC Fiscal Schedule)	FY24-Aug (VUMC Fiscal Schedule)	FY24-Sep (VUMC Fiscal Schedule)	FY24-Oct (VUMC Fiscal Schedule)	FY24-Nov (VUMC Fiscal Schedule)	FY24-Dec (VUMC Fiscal Schedule)	FY24-Jan (VUMC Fiscal Schedule)
CC11111 Sample Cost Center 1	0.00	54.83	52.16	52.07	52.04	54.62	57.15	54.83	54.08	54.17	54.84	55.72	54.08	54.33	51.62
CC22222 Sample Cost Center 2	0.00	153.45	140.65	141.91	141.86	143.46	143.17	141.70	142.04	147.81	150.90	154.33	149.70	144.33	135.77

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).