



## FTE by Job Detail Report

The FTE by Job Detail Report is available in Workday to review your FTE's by Job Details. Results will display by job profile, and show month to date and year to date by productive, overtime, and unproductive FTEs.

### From the Workday Home Page:

1. Type **FTE by Job Profile Detail** to the search bar.
2. Choose the **CR—FTE by Job Profile Detail Report**.
3. Filter the report for the appropriate **Company**, **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** to quickly select the same prompts in the future. Saved filters can be run by selecting **Manage Filters**.

5. Select **OK**.

6. The **FTE by Job Profile Detail Report** will appear with the filters you applied.

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

Search bar: FTE by Job Profile Detail (1)

Results: CR - FTE by Job Profile Detail Report (2), Directory by Job Profile

CR - FTE by Job Profile Detail (3)

Company: [Dropdown]

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

Job Profile: [Dropdown]

Period: \* FY24 - Jan

Worktag: [Dropdown]

Filter Name: [Text Field] (4)

Buttons: Manage Filters, Save, Cancel, OK (5)

0 Saved Filters

CR - FTE by Job Profile Detail (6)

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

Period: FY24 - Jan

CR - FTE by Job Profile Detail 35 Items (7)

Cost Center	Job Profile	MTD							YTD				
		Productive	Overtime	Subtotal	Non-Productive	Total	Productive	Overtime	Subtotal	Non-Productive	Total		
CC11111 Sample Cost Center 1	4496 - Cashier	7.82	0.57	8.39	1.17	9.57	7.67	0.74	8.41	0.96	9.37		
CC22222 Sample Cost Center 2	4497 - Cashier PRN	0.95	0.07	1.02	0.00	1.02	0.95	0.03	0.98	0.00	0.98		
CC33333 Sample Cost Center 3	6255 - Accounting Clerk	0.76	0.05	0.81	0.10	0.91	0.65	0.03	0.68	0.19	0.88		
CC11111 Sample Cost Center 1	8070 - Cook	12.35	1.78	14.13	2.26	16.39	12.72	1.61	14.33	2.21	16.53		
CC22222 Sample Cost Center 2	8078 - Catering Asst	0.82	0.02	0.84	0.63	1.48	0.82	0.02	0.84	0.76	1.60		
CC33333 Sample Cost Center 3	8281 - Host/Hostess	0.31	0.03	0.34	0.00	0.34	0.34	0.05	0.39	0.00	0.39		

### QUESTIONS?