HCM Business Manager

workday

You have been identified as an **HCM Business Manager** in Workday**.** This role has the ability to view and approve HR processes on behalf of manager(s). The role is an approving authority as the role is included on manager's review/approval steps to support inbox actions on behalf of manager(s). This role also includes the ability to review/approve/action steps where the manager or manager's manager has a step. Tasks go to the inbox of both the Manager and the HCM Business Manager. Once either individual acts, it is removed from both inboxes. This role can be assigned across supervisory organizations and inherit down. This document contains information specific to your role.

This role can **view** the following in Workday:

View
- Birthday and Anniversary report
- Compensation Changes / One-time Payments
- Cost Center Allocation Information
- Open and Filled Positions
- Recruiting - Job Requisition and Job Application Processes
- Talent (Certifications)
- Performance Evaluations, Disciplinary Actions
- Hire and Change Job
- Leaves of Absence
- Time Offs
- Onboarding
- Termination
- Contingent Workers

This role will receive inbox tasks and can **approve*** the following in Workday:

****Note**: if you are the subject of a process, you will not be able to approve*

Approve
- Compensation Changes / One-Time Payments
- Cost Center Allocation Information
- Open and Filled Positions
- Recruiting - Create Job Requisition
- Expense Report Event
- Talent (Certifications)
- Performance Evaluations, Disciplinary Actions
- Hire and Change Job
- Leaves of Absence
- Time Offs
- Termination
- Contingent Workers

Online Training is available in the Learning Exchange.

- WDHR-401 Compensation Review & Adjustments (People Leaders)

- WDHR-502 Create New Positions in Workday (People Leaders)

- WDHR-701 Recruiting for Managers in Workday (People Leaders)

- WDHR-802-W5-Annual Performance Review in Workday for People Leaders

- WDHR-504 Job Changes (People Leaders)

- WDHR-204 Leave of Absence for Managers and FMLA Partners in Workday

- WDHR-710 Onboarding a New Employee (People Leaders)

- WDHR-811 Offboarding an Employee in Workday (People Leaders)

- WDHR-506 Manage Contingent Worker Contracts in Workday (People Leaders)

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

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

- [WDHR-401-Q1 Request One-time Payment for Direct Reports](#)

- [WDHR-401-Q2 Create an Allowance Plan](#)

- [WDHR-502-Q1 Create New Position](#)   **Note**: Several of these guides show steps to initiate, create, or request. You can **view** and **approve** these processes in your role.

- [WDHR-701 Create a Job Requisition](#)

- [Renew a Certification or License](#)

- [WDHR-804-Q1 Start Disciplinary Action for Employee](#)

- [WDHR-504 Job Changes](#)

- [WDHR-201-Q2 Time off for Managers](#)

- [WDHR-506-Q1 Manage Contingent Worker Contracts](#)

- [Organizing your Workday Inbox](#)

- Be on the lookout for Guide me buttons and Smart Tips (blue question marks) found within the system that provide step-by-step instructions to complete a process or additional information about a field or button you are seeing in the system.

  Guide me   ?
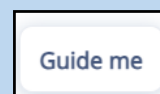
Visit the [Workday Training Hub](#) for a full list of quick reference guides and other resources.

Training Questions? Email **BusinessEducation@vumc.org**