Workday HR Reporting Crosswalk

The following list of HR reports are available in Workday. Based on your role in Workday, you may not have access to the data available within these reports. Reports are constrained to only include content (employee data, job requisition, etc.) that the end user has been granted access.

Legacy Report Name	Description	Where in Workday?
Education Report (CATS)	Report of all employee education within a supervisory organization.	Employee Profile – Career> Education **Report:** Worker Education
License and Certification Report (CATS)	Report of employee Licenses and Certification within a supervisory organization.	Manager Hub – Licenses&Certifications **Report:** All Certifications and Licenses Tracking - Manager Hub CR
Department Turnover (Retention)	Current Fiscal Year data, Terminations, and Annual Trend.	Retention Dashboard for Managers
Employee Compensation Report	Click the Compensation tab of the Manager Hub to view your Team. Report displays Employee, Job profile, Management Level, FTE, Frequency, Total Base Pay, and Pay Range (Min, Mid, Max).	Manager Hub - Compensation Tab **Report:** Compensation Summary CR
Employee Emergency Contact Information Report	Provide emergency contact information for employees within a supervisory organization.	Employee Profile - Contact > Emergency Contacts **Report:** My Team's Emergency Contacts CR
Employee Service Anniversary Report	Reports displays employees reaching a VUMC milestone (5yr,10,15 etc. service anniversary in the current calendar year.	Manager Hub - Overview Tab **Report:** My Team's Milestone Service Anniversaries CR
Employee Job Detail	Report displays details by employee including: Name, Hire Date, Service Date, Job Profile, Organization, Manager and Compensation Information.	**Report:** Current Worker Detail Report
Employee Transfer Report	Reports displays transfers in, transfers out, terminations and beginning and ending headcount by month by Supervisory Organization	**Report:** Employee Movement by Supervisory Organization – CR
Employee Transactions with Compensation History	Report displays employee transaction details by employee including: Employee ID, Name, Effective Date, Current and Proposed Position, Job Code, Organization and Base Pay Amounts	**Report:** Worker Change History Report

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Legacy Report Name	Description	Where in Workday?
Leave Accrual Report (Kronos)	Report displays each employees Time Off earned and remaining balance for the current fiscal period.	Manager Hub - Overview Tab **Report:** My Team's Time Off Balance CR
Offer & Filled Report (Taleo)	Drillable, summary report by supervisory organization of all filled positions, future hires, pending offers and openings per quarter.	**Report:** Position Summary
Open Requisitions Report (Taleo)	Displays all requests, allowing filtering for Open, Frozen, Filled, Closed including days open, number of active candidates, and other details.	**Report:** Manage Job Requisitions