Workday Reports

Workday contains Standard Reports (created by Workday) as well as Custom Reports (customized for VUMC) that are available to users based on their role. Follow the steps below to view and run Workday Reports.

Workday Reports

From your Workday homepage:

1. Search and select **Standard Reports I Can Run**.

2. Select a **Report** from the list provided.

3. Enter all information including the required fields(*****), and then select **OK**. **Note:** Each report selected will have a unique set of values.

4. This screen shows all details on the report chosen. **Note**: Any blue words can be selected to link to other objects in Workday.

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(1) Search: reports i can run

Custom Reports I Can Run CR Report

Standard Reports I Can Run CR Report

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(2) Standard Reports I Can Run CR

Report Task	Report Name	Brief Description
Directory by Location	Directory by Location	View a directory of workers in a Business Site. Details include the worker phone number and email, title, organization, and business site phone number.
Location Directory	Location Directory	View all Business Sites and their usage, public phone numbers, primary addresses, and public email addresses. Enables you to find, contact, or edit business sites.
All Worker Time Off	All Worker Time Off	View a summary of open positions in an organization. Enables you to audit the total number of available positions.

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(3) **All Worker Time Off**

Organizations	***** [ ] ☰
Include Subordinate Organizations	[ ]
Include Managers	[ ]
Start Date	MM/DD/YYYY 📅
End Date	MM/DD/YYYY 📅

(3) [OK] [Cancel]

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(4) **All Worker Time Off**

Time Off Entry	Supervisory Organization	Worker	Request Type	Time Off/Absence Table	Type	Entered On	Approval Date	Time Off Date	Approved	Unit of Time
🔍	VUH Nutrition Cafeteria 15 Department Rose Bush (0131650)) (S201372AA)	Anita Knapp (01625789)	Absence Request	flexPTO - FT	flexPTO - FT	07/17/2023	07/17/2023	07/02/2023	7	Hours
🔍	VUH Nutrition Cafeteria 15 Department Rose Bush (0131650)) (S201372AA)	Sue Shi (78430849)	Absence Request	flexPTO - FT	flexPTO - FT	07/17/2023	07/17/2023	07/03/2023	6.25	Hours
🔍	VUH Nutrition Cafeteria 15 Department Rose Bush (0131650)) (S201372AA)	Walter Melon (46001785)	Absence Request	flexPTO - FT	flexPTO - FT	07/17/2023	07/17/2023	07/04/2023	5.03	Hours
🔍	VUH Nutrition Cafeteria 15 Department	Kay Oss (00234729)	Absence Request	flexPTO - FT	flexPTO - FT	07/31/2023	07/31/2023	07/19/2023	8	

Workday Reports: Scheduled

Workday allows you to schedule certain reports to be run on a selected frequency. Follow the steps below to schedule a report to be run on a specific frequency.

Workday Reports (scheduled)

From an opened report:

1. Select the **Related Actions** button, and then hover over **Standard Report** to select **Schedule**.

2. Select **Run Frequency**.

3. Select **OK**.

4. Enter all Report Criteria **Values**.

5. Enter all **Required Information (*)** for the scheduled report.

6. Enter the **Output information**.

7. Select **OK**.

8. Your scheduled report status will now show **Active**.

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Workday Reports: Custom

Workday also contains Custom Reports that users can run for different reporting needs. A list of custom reports can be retrieved within Workday. Access to these reports will vary based on your role. Follow the steps below to view custom Workday Reports.

Workday Reports: Custom

From your Workday homepage:

1. Search and select **Custom Reports I Can Run.**

2. A list of all available **Custom Reports** shows.

3. Select a **Custom Report** you want to run.

4. Enter **Required (*)** and **Recommended** information.

5. Select **OK** when ready to run the report.

Note: Custom Reports can also be scheduled to run on a certain frequency.

6. With a report open, select **Related Actions**, hover over **Custom Report**, select **Schedule**, and then follow the steps on Page 2 (above) to schedule the report.
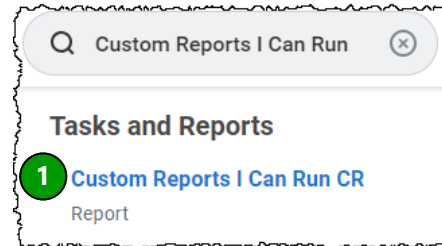

Q Custom Reports I Can Run

Tasks and Reports

1 Custom Reports I Can Run CR
Report

Custom Reports I Can Run CR ...

2

Report Task	Report Name	Brief Description	Data Source	Business Object
Extract Locations 3	Extract Locations		Locations	Location
Performance Calibration	Performance Calibration		Indexed In Progress Worker Calibration Placements	Indexed In Progress Worker Calibration Placements
Extract Grants	Extract Grants		Grants	Grant
Extract Awards	Extract Awards		Awards for Company	Award Abstract

Extract Locations

Country [   ]

Location   4   [   ]

Location Usages for Location *   × Business Asset

× Business Site

Filter Name [   ]

Manage Filters   Save
0 Saved Filters

5 **OK**   Cancel

Extract Locations ...   6   ⊞   ×

Location Usages for Location

Custom Report   >   Run
Reports   >   Schedule   6
Web Service   >   Test

997 items

Location	Reference ID	Country	Location Usage	Inactive	Location Type	Location Attributes	Superior Location	Subordinate L
⊙ 10 S AA10S-EULA 10232 VUH (LOC99004)	LOC99004	United States of America	Business Site Ship-To		Ship-To	HCM SCM		⊙ 10 S AA1 VUAH (LOC1(
⊙ 100 W 4TH ST (LOC00681)	LOC00681	United States of America	Business Asset Business Site Ship-To		Ship-To	FIN SCM		⊙ VANDERE CLINIC STE 3

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Workday Reports: Icons

Take note of the list of icons you might see when running reports in Workday.

Allows you to export the table to Excel

Allows you to export to Worksheets (cloud-based, collaborative spreadsheet built directly into the core of Workday's technology platform)

Allows you to apply filters to specific columns. Column headers can also be clicked on to apply a filter or sort ascending/descending order.

Allows you to toggle to a full-screen view of the report.

Allows you to Allows you to toggle between collapsed rows and expanded rows on the report.

Allows you to change your Report Category selection.

Allows you to view a printable version of PDF.

QUESTIONS?

Please email BusinessEducation@vumc.org.

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