



Workday Workshop:

HR Reporting & Dashboards For Managers

Duration: 30 minutes

Access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)



Workshop Agenda








- Manager Hub
- Retention Dashboard for Managers
 - Changing Prompts
 - Saving Filters
 - Scheduling Reports
 - Search for Reports

Manager Hub

Menu ✕

Apps Shortcuts

Your Saved Order ↑↓

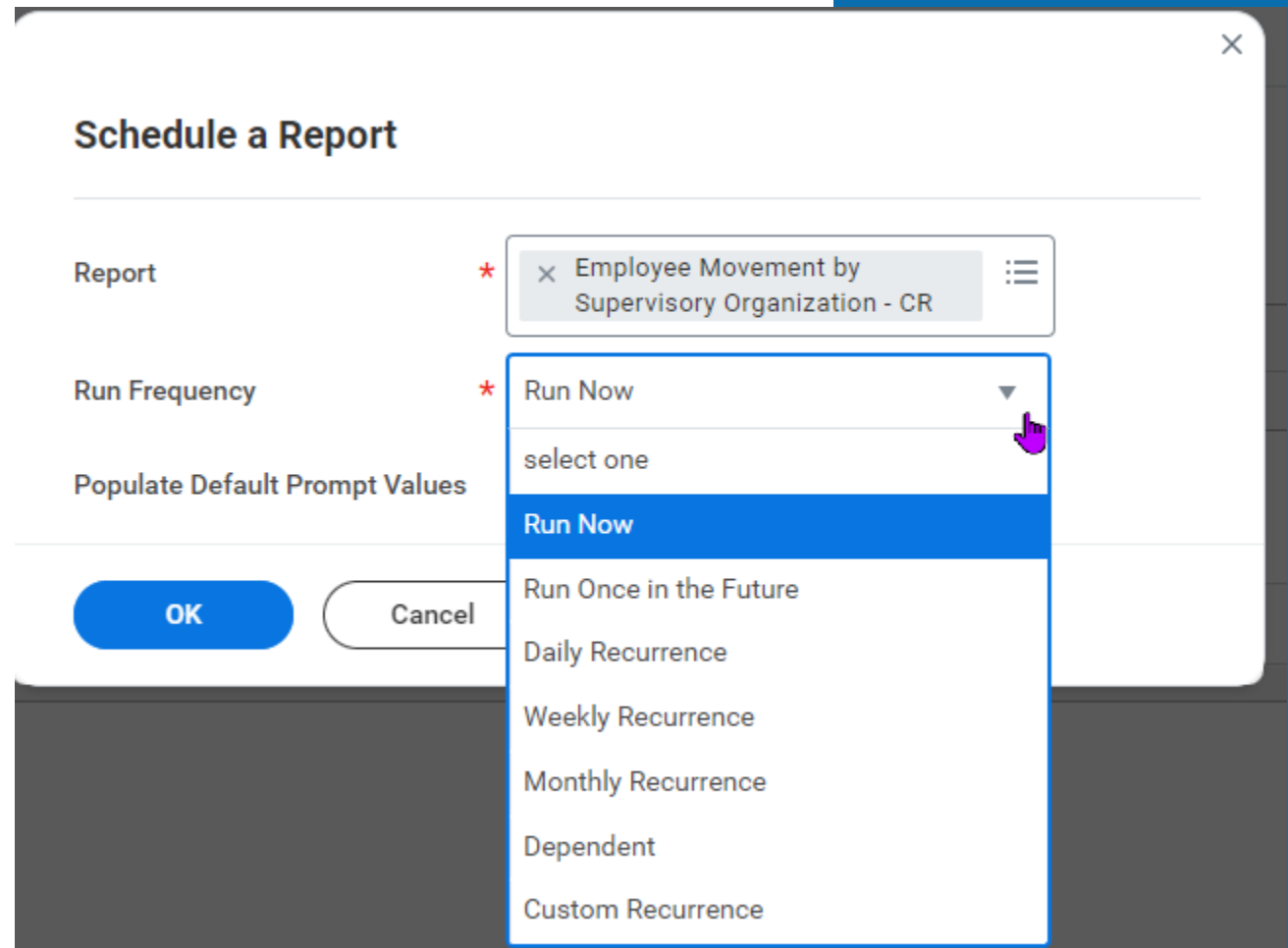
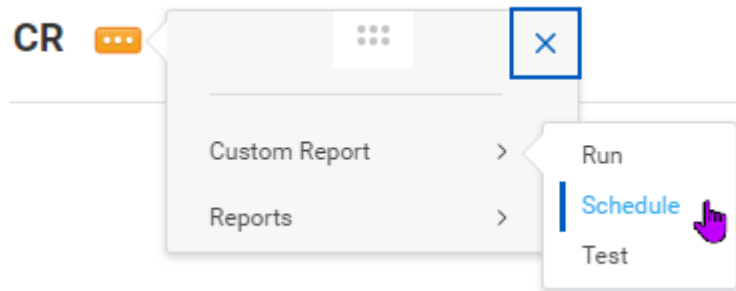
-  **Manager Hub**
-  **Help**
-  **Recruiting**
-  **Compensation**
-  **Benefits Resources**
-  **Pay**
-  **Requisitions**

← **Manager Hub**

Overview Recruiting Licenses & Certifications Performance Diversity, Equity & Inclusion Compensation



Schedule a Report



Schedule a Report

Report Criteria Schedule Output

12 items

Field	Value Type	Value
Organization	Specify Value	
Include Subordinate Organizations	Specify Value	<input type="checkbox"/>
Employee Type	Specify Value	
Worker Types	Specify Value	
Contingent Worker Type	Specify Value	
Employee Class	Specify Value	
Job Family Group	Specify Value	
Job Family	Specify Value	
Job Category	Specify Value	
Job Profile	Specify Value	
Time Series Start Date	Specify Value	
Time Series End Date	Specify Value	



Schedule a Report

Run Frequency Weekly Recurrence

Report Criteria **Schedule** Output

Priority

Weekly Recurrence Criteria

Rekurs Every x Week(s) *

Day(s) of the Week *

Start Time *

Time Zone *

Catch Up Behavior *

Range of Recurrence

Start Date *

End Date *

Report Criteria Schedule **Output**

Output Type (empty)


* Excel
 Report (PDF)
 Text (CSV)

Report Tags

File to be Deleted After (Days) *

Do Not Output an Empty Report

Hide Prompt Values



Diana Ormsby (0101069)

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- [Favorites](#)
- [Drive](#)
- [My Reports](#)**
- [Documentation](#)
- [Recovery Assistant](#)

[Sign Out](#)

Resources

Resources

<https://www.vumc.org/myworkday/training-hub>

[WDHR-102 HR Reports in Workday \(Managers\)](#)

[WDFI-102b Labor Reports in Workday](#)

Labor Reporting, Review, and Corrections Course

- Live, virtual training sessions (Search **WDLabor** in the Learning Exchange)
- **Course Includes:**
 - Running and Analyzing Labor Details on Financial Reports
 - Running and Analyzing Labor Reports
 - Payroll Accounting Adjustments (PAAs)
 - Payroll Costing Allocations (PCAs)
- **Audience:** Cost Center Managers, Grant Managers, Cost Center Financial Analysts with Payroll, Grant Financial Analysts, and Payroll Costing Initiators
- **Training Resources** available on Training Hub (www.vumc.org/myworkday/training-hub)
 - [WDFI-102b Labor Reports in Workday](#)
 - [WDFI-207-Q1 Non-Research Payroll Costing Allocation \(PCA\)](#)
 - [WDFI-207-Q2 Payroll Accounting Adjustment \(PAA\)](#)
 - [WDRG-300 Salary Over the Cap](#)

Upcoming Sessions:

- October 19th 9-11 am
- November 16th 9-11 am
- December 19th 1-3 pm





Questions?