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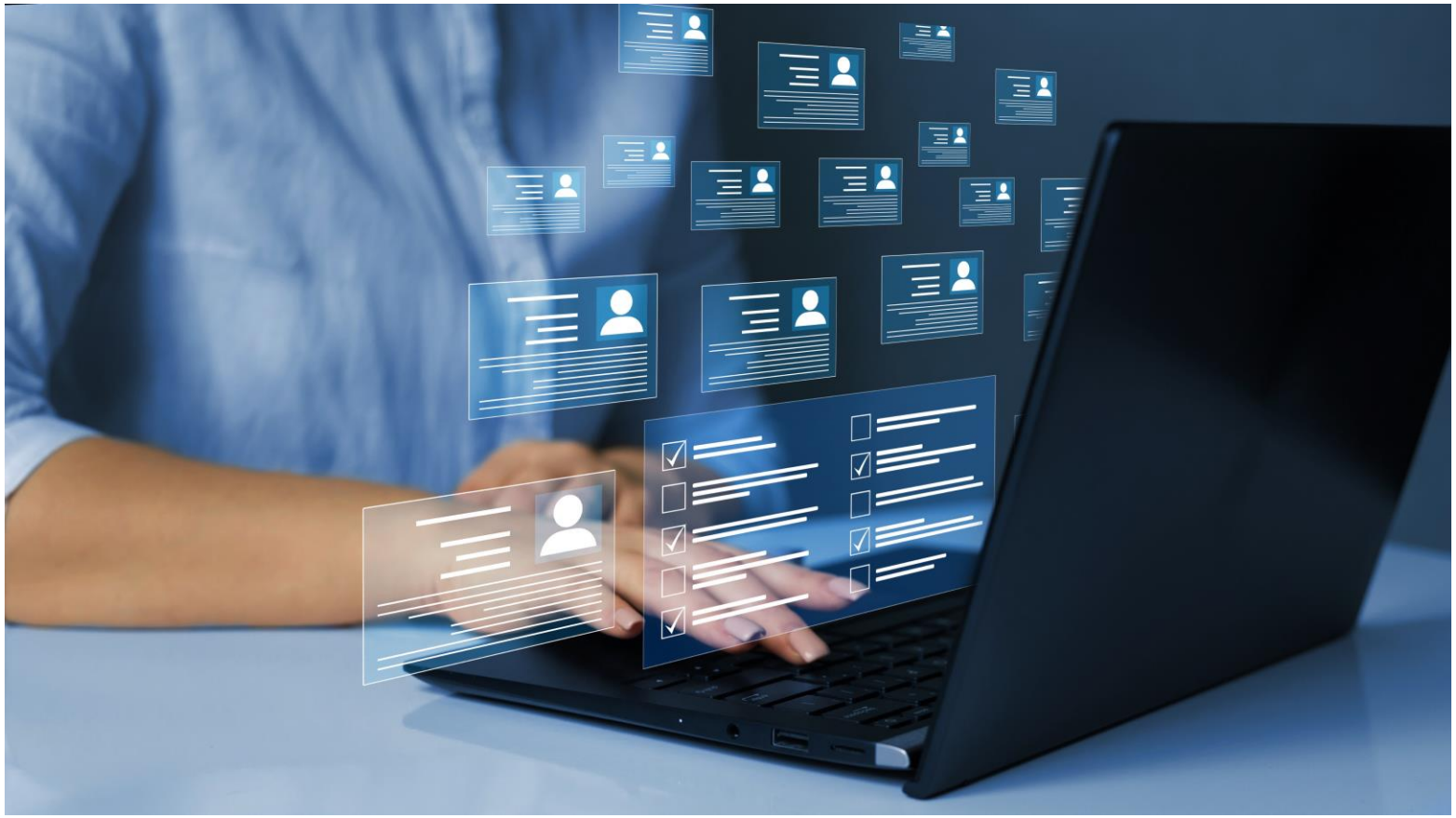

Workday Workshop:

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)

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Workshop Agenda

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

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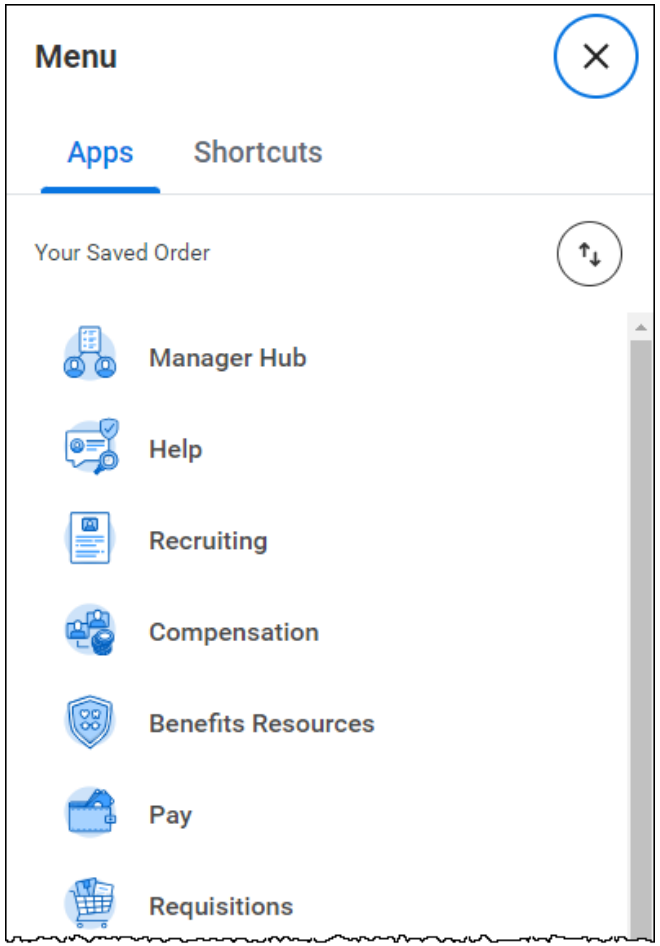
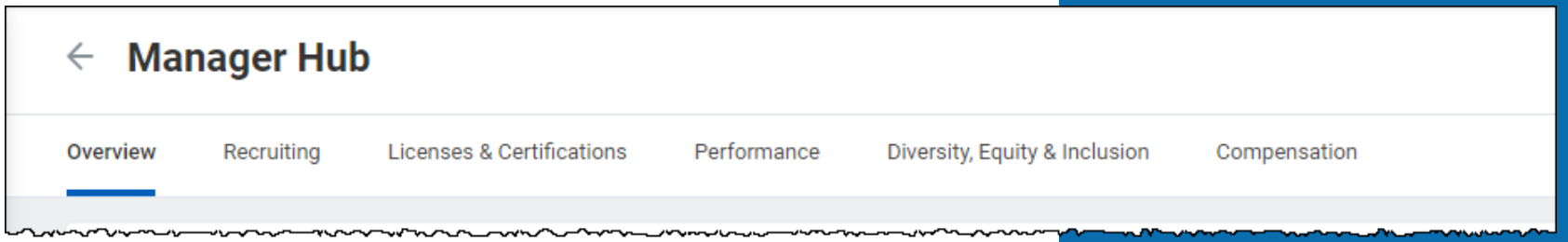
Manager Hub





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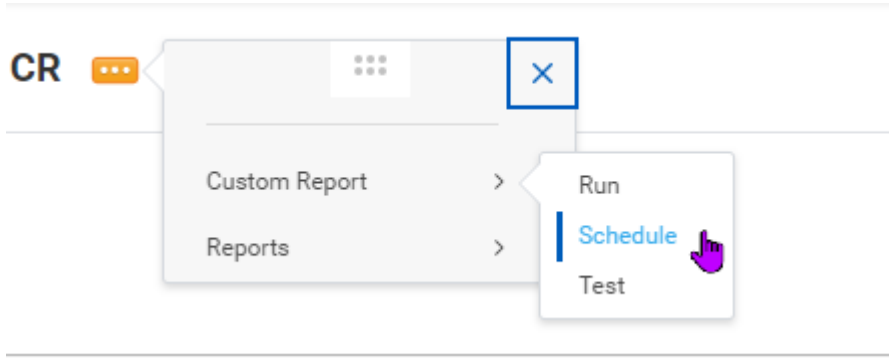
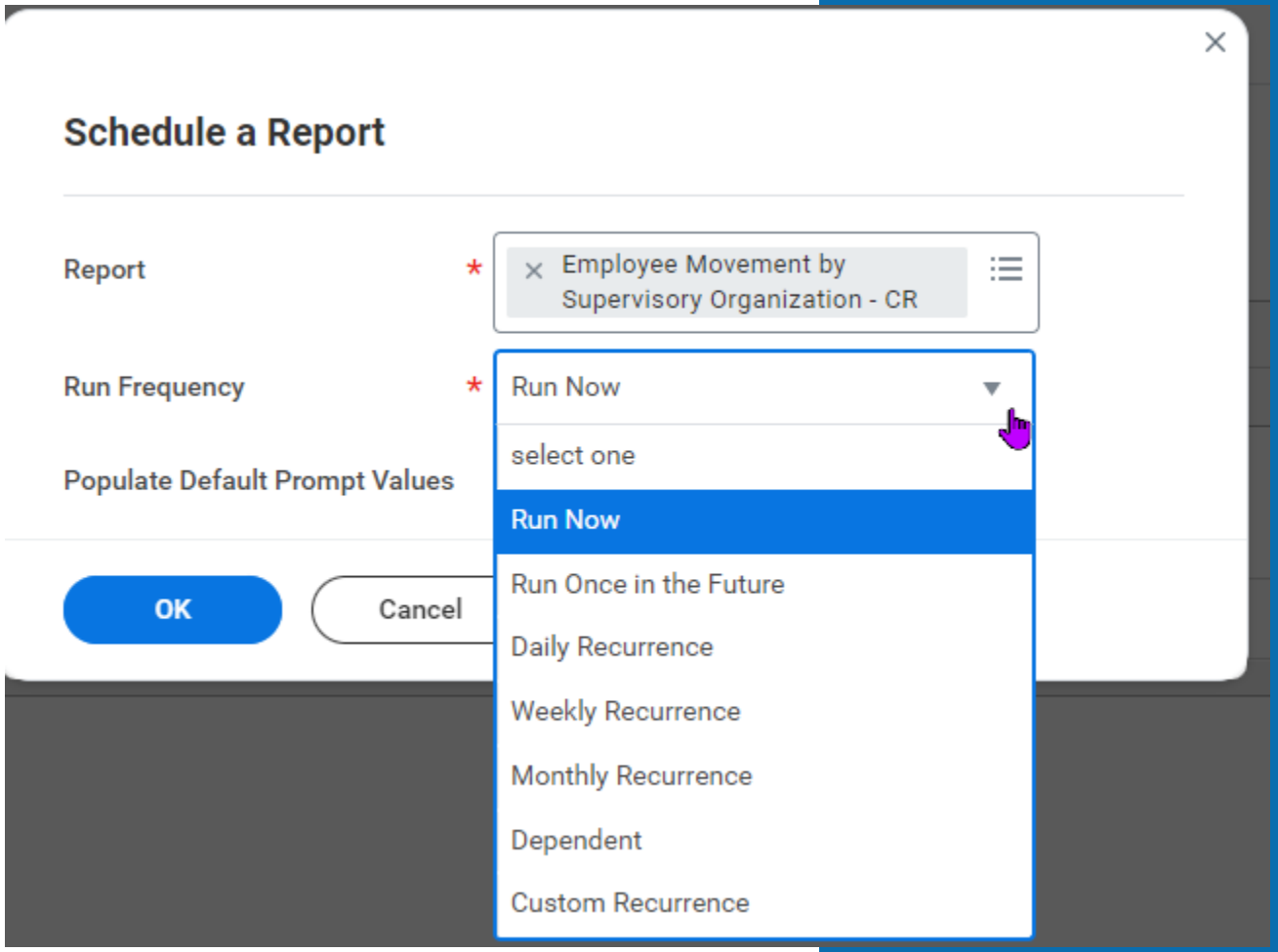
DEMO

Schedule a Report





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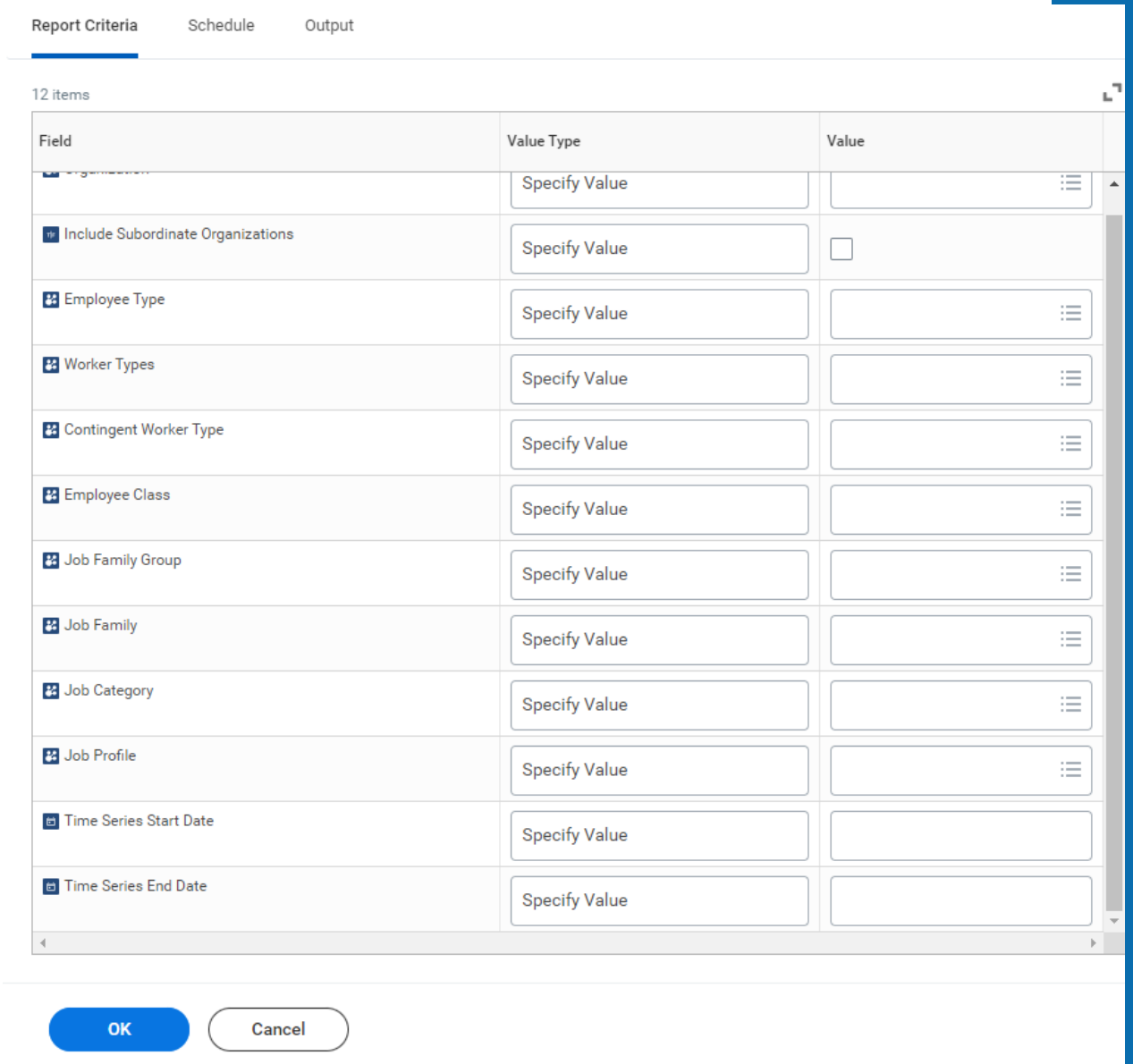
Schedule a Report



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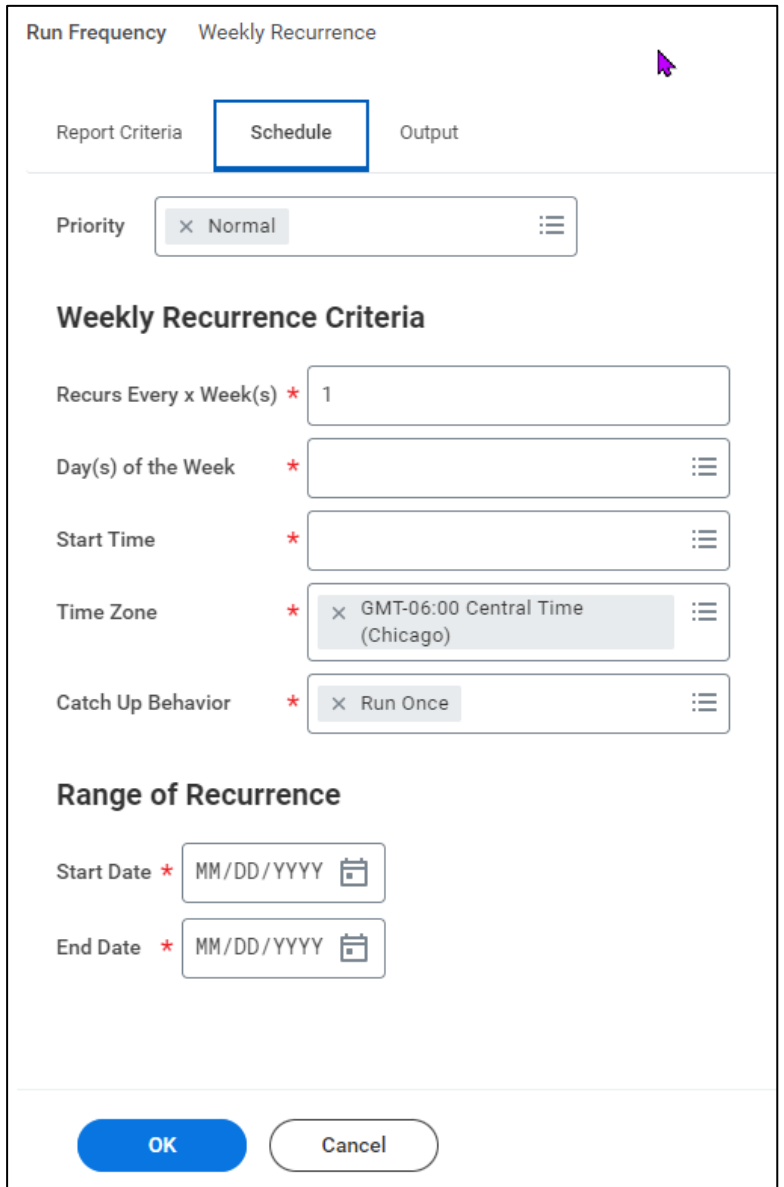
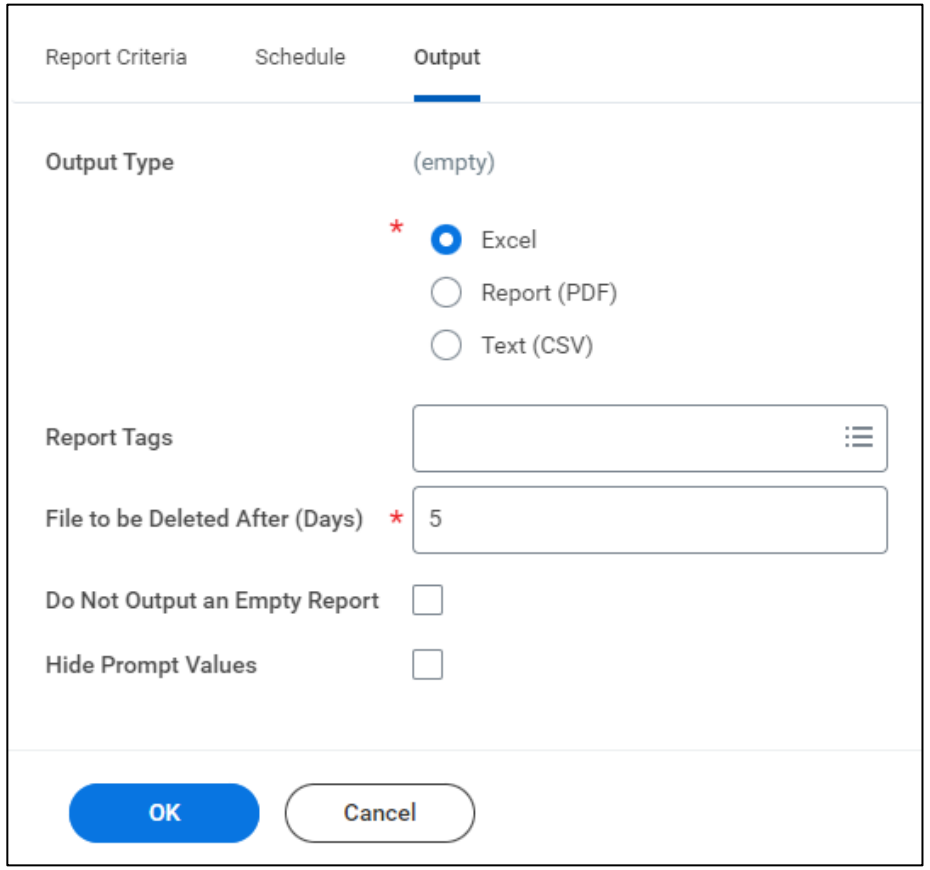
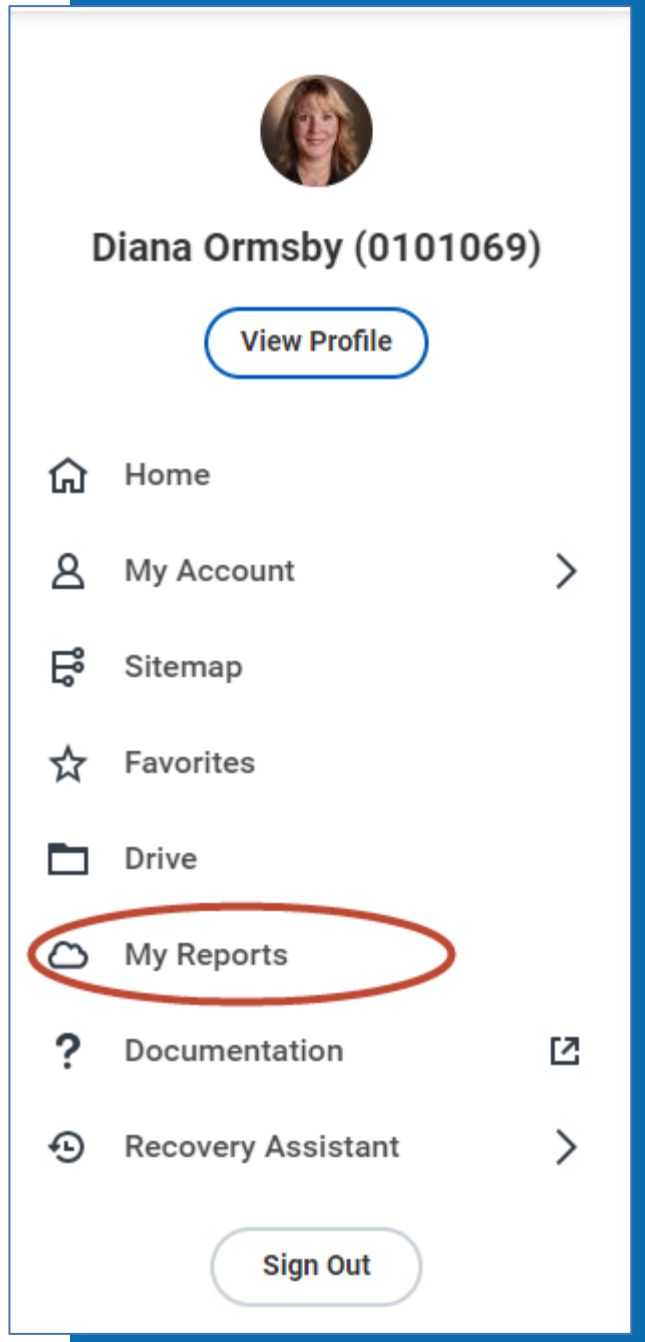
Schedule a Report







Resources

Resources

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

WDHR-102 HR Reports in Workday (Managers)

WDFI-102b Labor Reports in Workday

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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

myworkday

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Questions?