For Student Managers

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**Manager Worklets**

As a manager, you will have access to additional worklets, such as Recruiting, My Team, and Team Time Off. For each worklet, related tasks or actions are found in the Actions section. Reports are found in the View section.

![My Team Worklet](image)

- **Actions**:
  - Transfer, Promote or Change Job
  - Change Location
  - Business Title Change
  - Change Contingent Worker Details
  - Assess My Team’s Potential
  - More (4)

- **View**:
  - My Team’s Retention Risk Prediction
  - My Team Stock Analysis
  - Timeline
  - My Org Chart
  - Headcount
  - More (1)

**Note**: Open Positions are listed in the Recruiting worklet.

**Employee Data**

As a manager, you can view specific information about your direct reports.

1. Click the **My Team** worklet.
2. Click the employee’s name to view their worker profile. From here, you can find information about your direct report, including details about their job, pay, performance, and time off.

**Note**: The details you can view about your direct report will be based on your security settings as a manager.

**Dashboards**

Dashboards are pre-configured pages that contain key management information and actionable items related to specific functional areas within Workday. Targeted for managers, dashboards are populated with worklets that are specific to these functional areas.
You can drill down into links, Related Actions, and buttons within dashboard worklets to obtain more information or perform additional actions. Chart-based worklets are also configurable; you can change or configure the worklet chart to display the data in a different format.

Business Process/Task Transaction Status

For each task you perform in Workday, there is a business process that defines required steps. To view the status of a task you performed in Workday:

1. Click your Profile icon > Inbox.
2. Select the Archive tab, which tracks all business processes you have initiated. The Actions tab will contain your business process tasks, approvals, and to-dos.

Inbox and Notifications

To view your Inbox:

1. Click the Profile icon > Inbox.

   The Actions tab will contain your business process tasks, approvals, and to-dos. Actions can be filtered from the pull-down menu.

   The Archive tab displays the process status of any business process you have been involved in.

2. Click Notifications from the Profile icon. Here, you can view configurable alerts (birthdays, anniversaries, time off, etc.) and reporting notifications.
Add Inbox Delegations

From the Profile menu:

1. Click Inbox, then the Actions tab.
2. Click the unlabeled More pull-down menu, and select My Delegations. Here, you can view your current delegations or add new ones.
3. Click the Manage Delegations button.
4. Select Begin and End dates to let the system know how long the delegation will last.
5. Select the person you want to delegate your Inbox to. Typically, this would be someone on your management team or one of your peer managers.
6. Select the business processes you want your delegate to do Inbox tasks on your behalf or select For all Business Processes.
7. Click Submit.
Approve, Send Back, or Deny Submitted Time

From your Inbox:

1. Access and review the submitted time entry in the Entries to Approve section.
3. Click the magnifying glass icon’s Related Actions under Details to view more information.
4. Click Approve, Send Back, Deny, or Close. If you deny or send back the request, you will need to enter a reason.
5. Check the Process History section to verify that the time entry was approved.

Access a Worker’s Time

From the My Team worklet:

1. Click the worker’s Related Actions > Time and Leave > View Time Clock History.
2. Enter a Start Date.
3. Click OK.
4. Click the View Time Calendar for Worker button. You have the option to reset the start date.
5. Click OK. The worker’s time calendar displays their time block entries.
6. Click a time block to view more information on the event.

Modify or Delete a Worker’s Time

From the worker’s time entry calendar:

1. Click a time block to change details.
2. Click either OK or Delete.
3. Click Submit and verify that the information is accurate.
4. Click Submit again.
5. Click the Details and Process arrow and the magnifying glass icon’s Related Actions to view more information.
6. Click the Process tab to view the approval status.