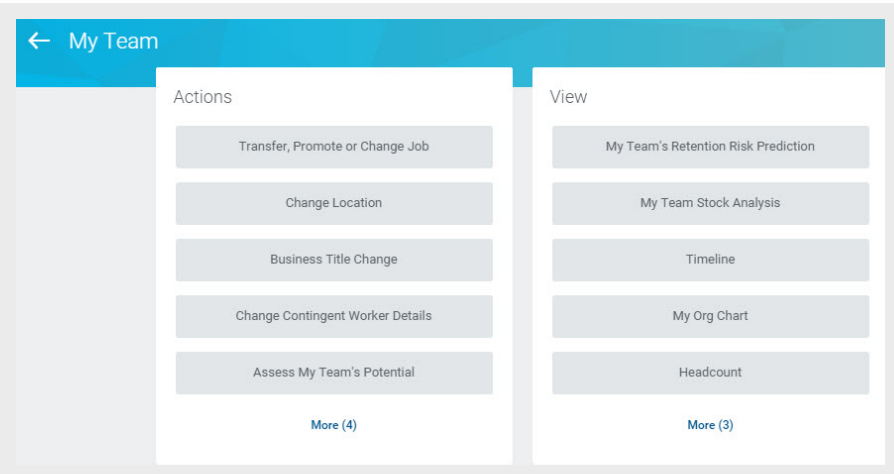
Manager Worklets

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.



Note: Open Positions are listed in the Recruiting worklet.

Employee Data

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

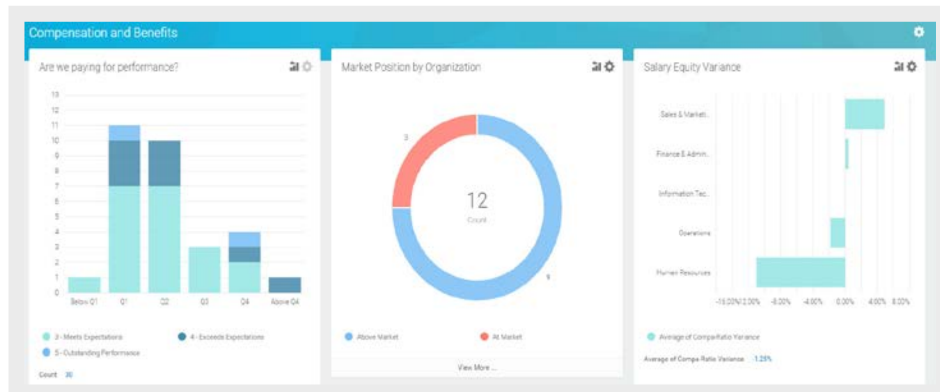
1. Click the **My Team** worklet.
2. Click the employee's name to view their worker profile. From here, you can find information about your direct report, including details about their job, pay, performance, and time off.

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.

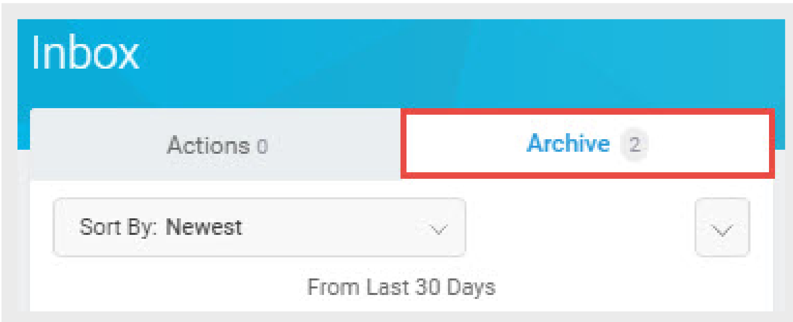
You can drill down into links, Related Actions, and buttons within dashboard worklets to obtain more information or perform additional actions. Chart-based worklets are also configurable; you can change or configure the worklet chart to display the data in a different format.



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.**