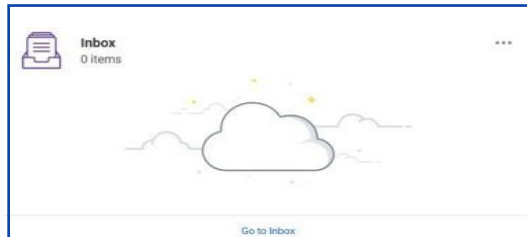


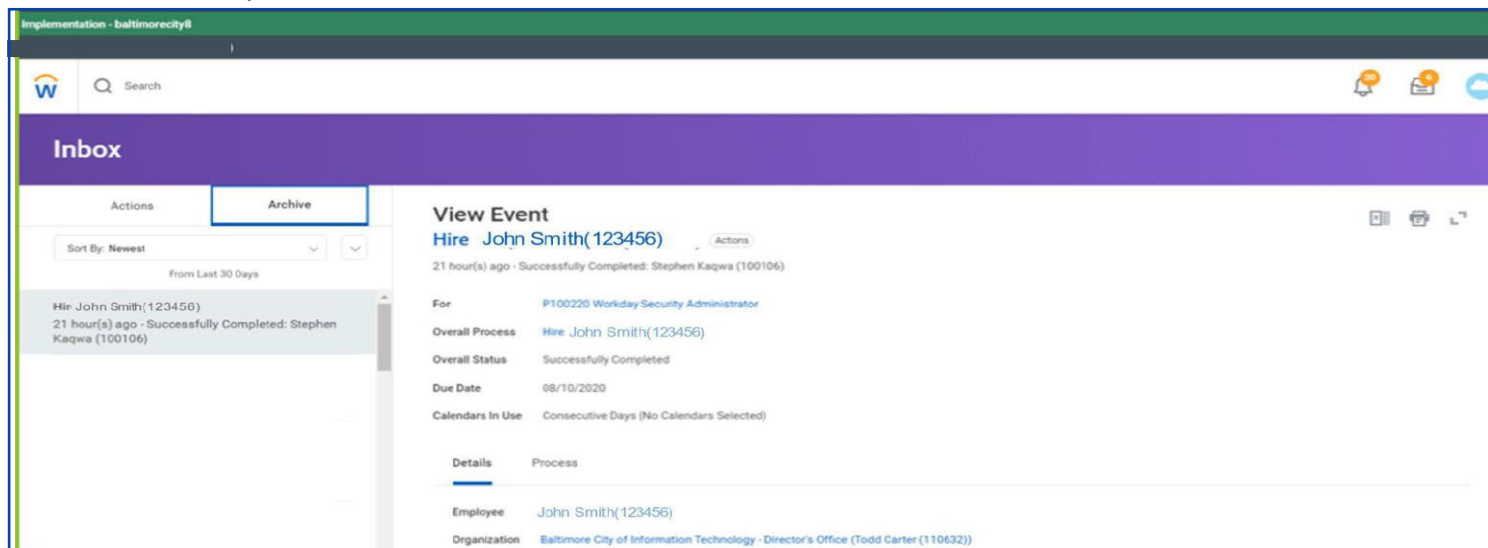
The following topics outline various processes, reports, and tasks within Workday that are available to managers.

## CHECK THE STATUS OF MY PROCESSES

To review or check the status of a process:



1. Navigate to your **Inbox**.
2. Click the **Archive** tab. Here you will see any business processes with which you have been involved in the last 30 days.
3. In the Process column of the Process History grid, click a link to access the details, process history, and related links of the selected business process.



COMPARE MY TEAM

Use the Compare Team report to analyze key worker attributes.

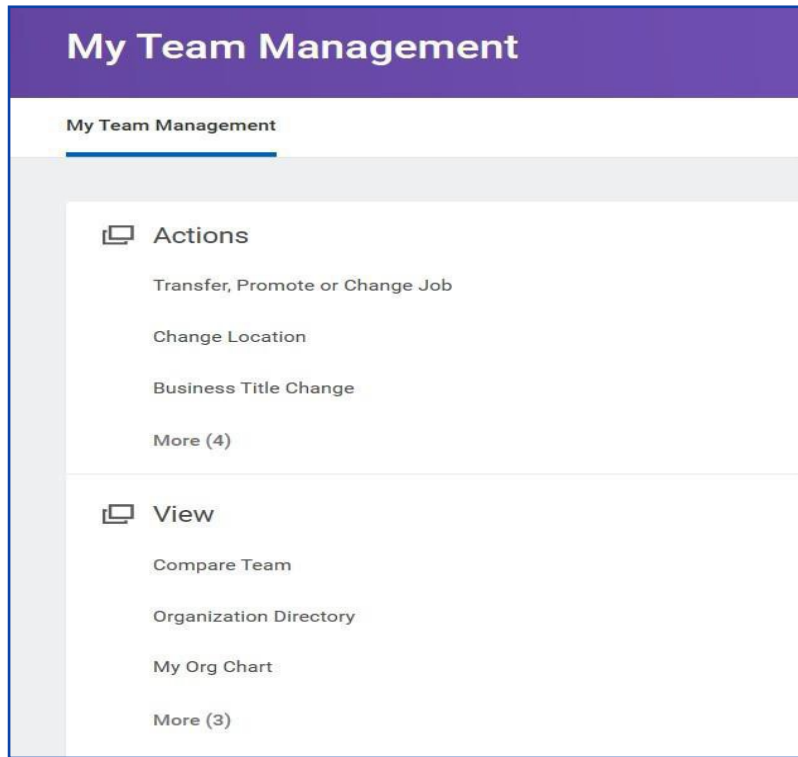
From the Compare Team report from My Teams Dashboard:



Dashboards

Management Reporting Dashboard
My Referrals - New
My Team Management
Onboarding Landing Page
Org Studio

1. Select **View and Compare Team** to see worker information



- 2. Click OK to compare the employees' job, base pay, bonus, stock, and performance information.

The screenshot shows the 'Compare Team' interface in Workday. At the top, there is a search bar and a navigation bar with a back arrow and 'Compare Team' text. Below this, the organization is identified as 'IT Manager'. A 'More' section indicates '23 items'. The main content area displays a comparison table for five employees, each represented by a cloud icon and their employee ID.

	Employee Name (000000)	Employee Name (123456)	Employee Name (111222)	Employee Name (654897)	Employee Name (123554)
<b>Job</b>					
Current Job	31111 - Operations Officer III	33110 - IT Specialist III BCIT	33107 - IT Specialist I BCIT	33109 - IT Specialist II BCIT	33107 - IT Specialist I BCIT
Years in Current Job	23.13	6.47	0.69	1.61	4.87
Years of Service	23.12	6.47	0.69	1.61	4.87
Hire Date	06/16/1997	02/10/2014	05/06/2019	12/17/2018	09/14/2015
<b>Base Pay</b>					

ACCESS ANALYTICS DURING A PROCESS

Embedded analytics are available on configured business processes.

To access analytics during a process:

1. Initiate a business process for a worker, such as Start Job Change or Request Compensation Change.
2. Click the **View Related Information** icon in the upper-right corner of the task or data.

The screenshot shows the 'Start Job Change' process interface. The main header includes a user profile picture and the title 'Start Job Change' with an 'Actions' button. Below the header, there is a help section with a video link 'How to Initiate a Job Change Video'. The main content area is titled 'Start' and contains a 'Start Details' form with the following fields:

- When do you want this change?  02/16/2020 added
- Why are you making this change?  Change Location added
- Where will this person be located after this change?  New York
- Do you want to use the next pay period?  Yes added

An analytics overlay is open in the upper-right corner, showing a 'Refresh' button, a help section titled 'Need help with the Job Change process?' with a 'Job Change Video Guide' link, and an 'Employee Employment History' table. The table has the following data:

Photo	Worker	Length of Service	Time in Position Range	Promoted in Last 3 Years	On Successful Projects
		05 - 10 Years	2 - 5 Years	X	

## CHANGE BUSINESS TITLES

From the My Team Management application:

1. Click **Business Title Change** under Actions.
2. Enter the employee's name.
3. Click **OK**.
4. Enter the employee's new title in the Proposed Business Title field.
5. Click **Submit**.
6. Navigate to the employee's profile to view the title change.

The screenshot shows a 'Change Business Title' form. At the top, there is a blue header with a back arrow, the title 'Change Business Title', and two 'Actions' buttons. Below the header, the current job profile and title are listed as 'Director, Payroll Operations'. The 'Proposed' section has a 'Business Title' field that is currently empty. The 'Current' section shows the current business title as 'Director, Payroll Operations'. The 'Effective Date' is set to 02/06/2020.

## STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at [Workday.Baltimorecity.gov](https://workday.baltimorecity.gov).