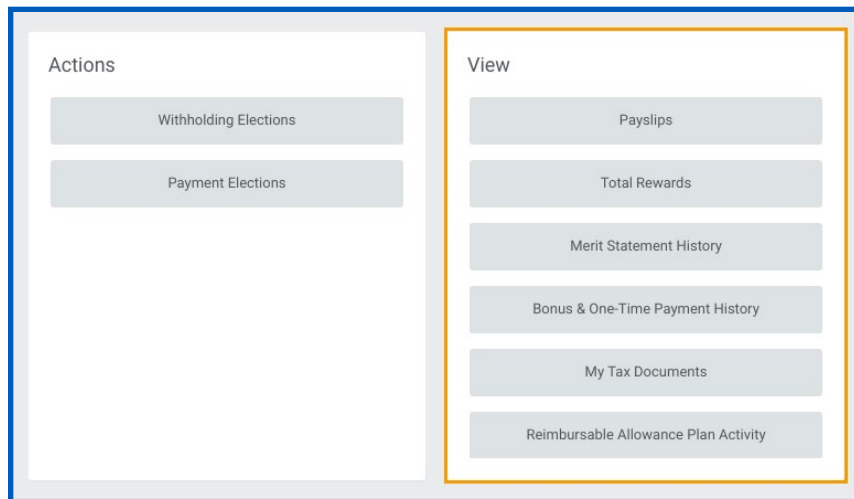## GENERATE REPORTS

There are several types of reports you can generate within Workday. Managers can access self-service reports, such as Payslips, as well as reports about their team, such as Team Performance. You can access available reports via Search or from an application.

Applications with reporting functionality list reports in the View section.
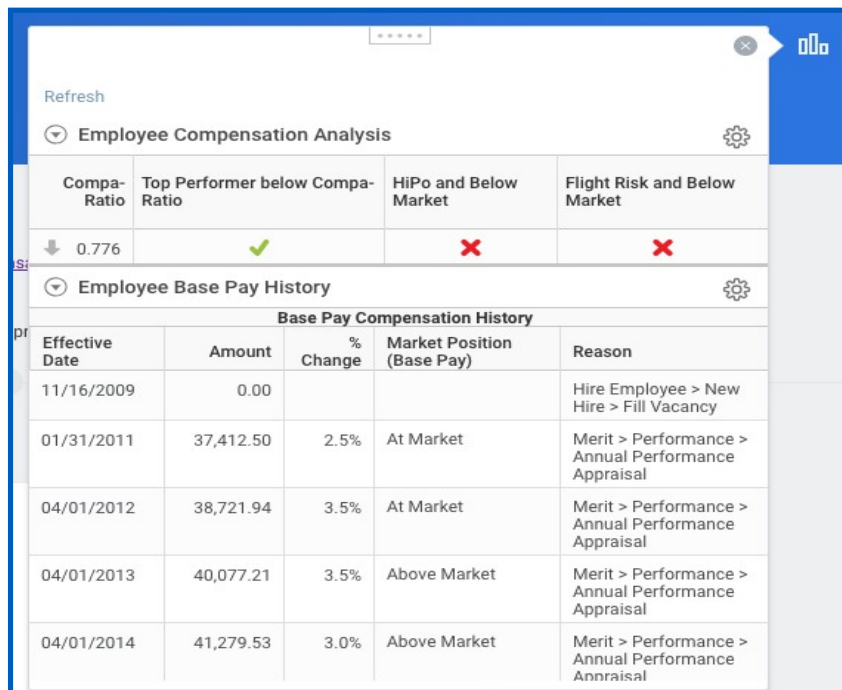
From your Home page:

1. Navigate to the application you want to view.

2. Available reports display in the View section.

Actions	View
Withholding Elections	Payslips
Payment Elections	Total Rewards
	Merit Statement History
	Bonus & One-Time Payment History
	My Tax Documents
	Reimbursable Allowance Plan Activity

ACCESS REPORTS WITHIN BUSINESS PROCESSES

Some business processes have embedded reports.

To access an embedded report, click the View Related Information icon . The worklet displays information specific to the step in the business process. For example, in the case of compensation, the worklet may display a compensation analysis and base pay history.

VIEWING REPORTS

Several icons display over the top-right corner of a report. The Export to Excel icon allows you to export the report into Excel; similarly, the Export to Worksheets icon lets you send the report to a Workday worksheet. The Filter icon allows you to filter the data from each column in the same way as in Excel.

Generate Reports

Use the Expand/Collapse Chart ▫ , Grid View ▯ , and Toggle Full Screen ↵ icons to manage report viewing properties. You can also click on the Print icon 🖶 to view the report as a printable PDF. Note that the above options are contingent on the City's security permissions and configuration.
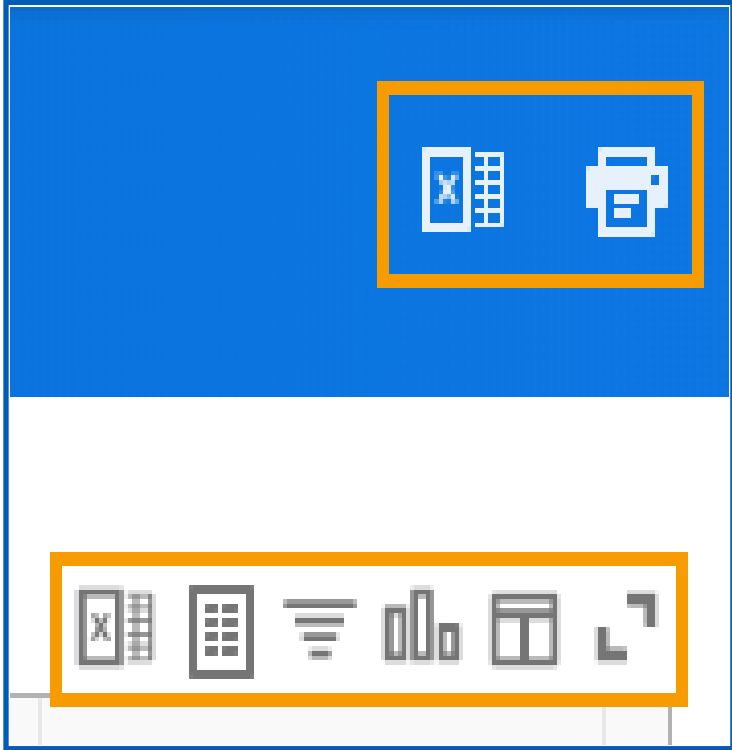
FILTERING REPORT CONTENT

You can filter report content by setting criteria on individual columns.

To filter a report:

1. Click on the column heading of the data you want to filter. Column filter options display.

2. To sort the data, click on the appropriate **Sort** arrow.

3. Alternatively, choose a filter condition from the options available in the Filter Condition field, and enter values as required by the filter condition.

4. Click **Filter** to complete the operation.

Total Base Pay	Primary Compensation Basis	Currency	Fre

↑ Sort Ascending

↓ Sort Descending

Filter Condition ✱

between ▼

Value 1 ✱

50,000

Value 2 ✱

75,000

Filter

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at <u>Workday.Baltimorecity.gov</u>.

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Transforming • Engaging • Automating • Modernizing