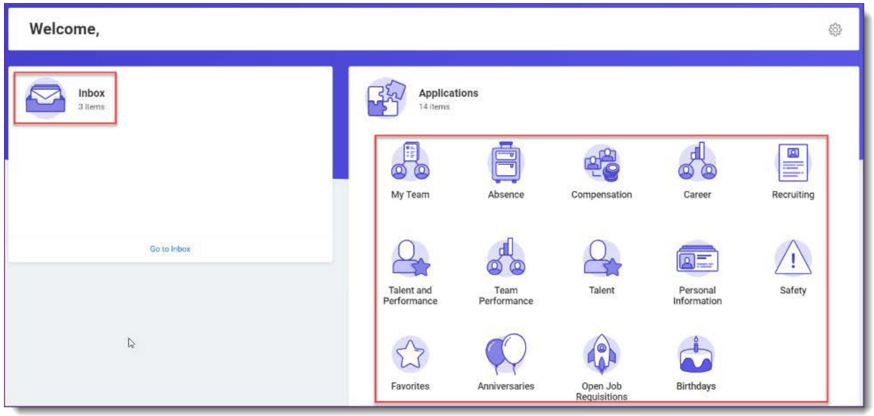
Navigation
Quick Reference Guide

Getting Started: Additional Navigation for Managers

In Workday, managers can access, review, compare and modify employee information. The step by step instructions indicated within this Quick Reference Guide (QRG), provide one-way of accessing the desired content, although there are alternate steps that can be used to access the same Workday data/screens.

Prior to each section indicated within this QRG, start on the *Home* screen.



Note: As a manager, your security settings determine which organizations you can access

Check the Status of My Processes

To review or check the status of aprocess. From the *Workday home* screen:

Step 1: Navigate to the *Home* screen. On the left-side of the screen, click on the **Go to Inbox** hyperlink to go to the *Inbox* screen.

Step 2: Click the **Archive** tab.

Step 3: On the right-side of the screen, half way down, click the **Process** tab to display all business processes that a user has been involved in the last 30 days.

Step 4: Click a **task** in the *Process* column header to display the *View Event* screen, which displays the details of the task, such as the 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:

Step 1: Click the **My Team** worklet to go to the *My Team* screen.

Step 2: On the *View* menu, locate and click on **Compare Team** to go to the *Compare Team* screen, which is pre-populated with your team

Step 3: Click **OK** to compare the details of your employees' **Job**, **Base Pay**, **Bonus**, Stock and **Performance** information.

Change Business Titles

Step 1: Click the **My Team** worklet to go to the *My Team* screen.

Step 2: On the *Actions* menu, locate and click on **Business Title Change** to go to the *Change Business Title* screen.

Step 3: Enter the **employee's name**.

Step 4: Click **OK**.

Step 5: Enter the **employee's new title** in the **Business Title** field.

Step 6: Click **Submit**.

Step 7: Click **Done**.

Step 8: Navigate to the **employee's profile** to view the title change.

Access Analytics During a Process

Embedded analytics are available on select business processes. To access analytics during a process:

Step 1: Initiate a business process for an employee, such as **Change Job** or **Request Compensation Change**.

Step 2: Click the **View Related Information** icon in the upper-right corner of the task or data.