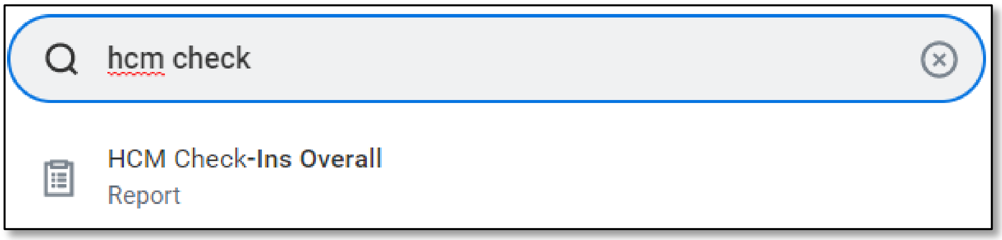
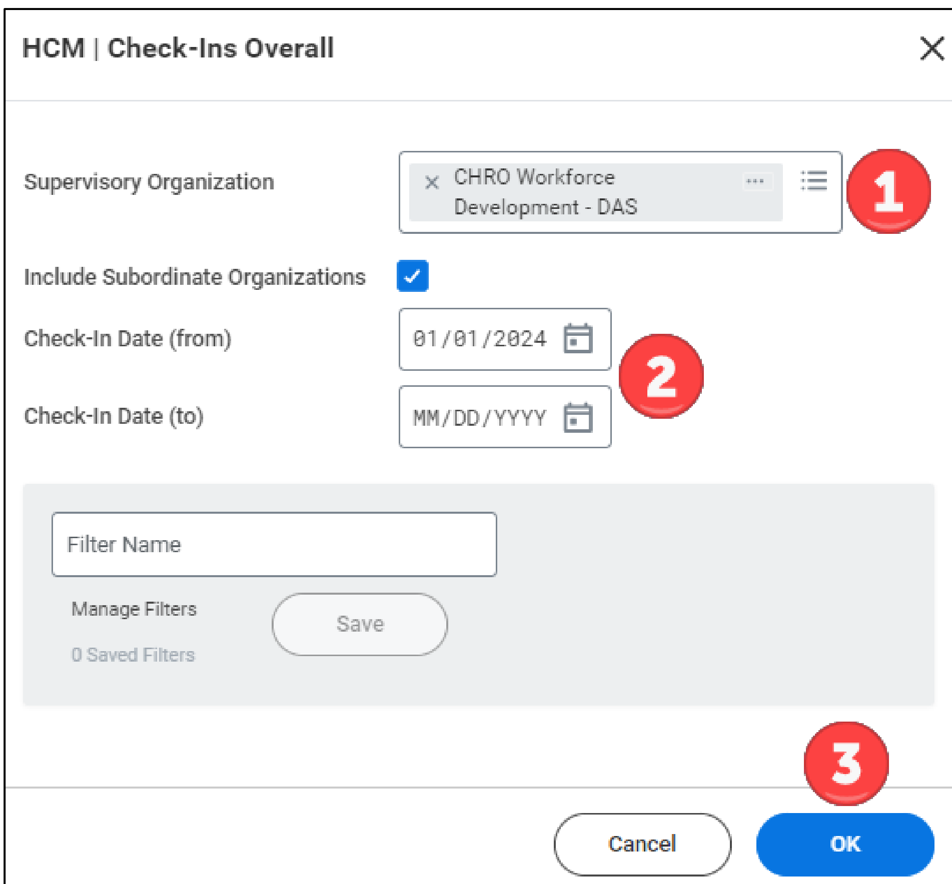
Everyone who has the **HR Analyst role** in Workday will have access to run the report for their agency.

Report name: HCM | Check-ins Overall

To run the report, you will need to do the following. In the Search field type in the name of the report.



1. Search for your supervisory organization or by your name in the 'Supervisory Organization' field.
2. Enter the date range for the quarter you would like to see the check-in data.
3. Click 'OK' to run the report.



This section provides a description of the information contained in each column of the report.

COLUMN NAME	COLUMN DESCRIPTION
Check-in Creator	This is the name of the person who created the check-in. The check-in creator should be the manager.
Creator Employee ID	This is the manager's employee ID number (OR#).
Creator Company	This is the manager's current agency.
Creator Supervisory Organization	This is the manager's current supervisory organization.
Creator Job Profile as of Check-in Date	This is the manager's job classification.
Creator Position Start Date	This is the manager's start date for their current position.
Creator is Manager as of Check-in Date	This verifies that the check-in creator is a manager.
Check-in Creator is Check-in Participant's Manager	This will identify if the check-in creator is the participants manager or not. If they are, the field will show "Yes". If not the field will be blank. If they aren't the participants manager you will want to verify why their manager didn't complete the check-in.
Check-in Employee (Participant)	This is the name of the person the check-in was conducted with. It should be the employee's name.
Employee ID	This is the employee's ID number (OR#).
Employee's Current Company	This is the employee's current agency.
Employee Company as of Check-in Date	This is the employee's agency they were working at when the check-in occurred.
Employee Supervisory Organization	This is the employee's current supervisory organization.
Employee Position Start Date	This is the employee's start date for their current position.
Employee Job Profile as of Check-in Date	This is the employee's job classification.
Participant is Manager as of Check in Date	This will identify if the participant is a manager or not. If they are, the field will show "Yes". If not the field

COLUMN NAME	COLUMN DESCRIPTION
	will be blank. This field is included in case the manager has their employee create the check-in.
Check-in Creation Date	This is a system generated field capturing the date the check-in was created.
Check-in Date	This is the 'Planned For' date for conducting the check-in. Make sure the 'Planned For' date is consistent with the quarter you are performing the check-in.
Check-in Description	All the information added to the description will be displayed in this column. If the check-in is for the yearly planning meeting, then the manager should add the performance expectations and goals in the description field.
Check-in Attachments	If there are any attachments added in the description section of the check-in the name of the attachment will be displayed in this column. If you are viewing the report in Workday then you can open the attachment.
Check-in Topic Name	The Topic Name is essentially the title for the check-in.
Check-in Shared Notes	Any information added to the 'Shared Notes' field will be displayed in this column.
Check-in Shared Notes Attachments	If there are any attachments added in the topic section of the check-in the name of the attachment will be displayed in this column. If you are viewing the report in Workday then you can open the attachment.
Check-ins by Date	This is a system generated field capturing all the check-ins for the participant. You can click on the date, and it will take you to the check-in.
Last Functionally Updated	This is a system generated field capturing the date(s) and time(s) the check-in was created and edited.