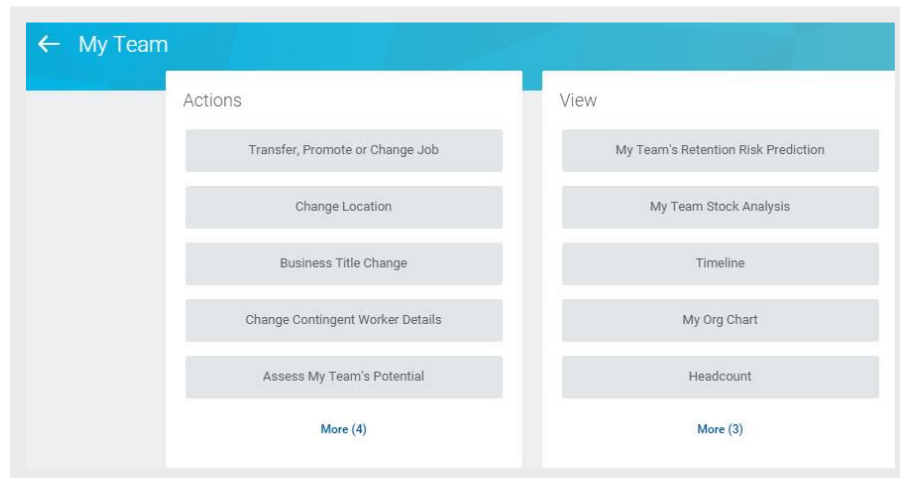


Manager Worklets


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.

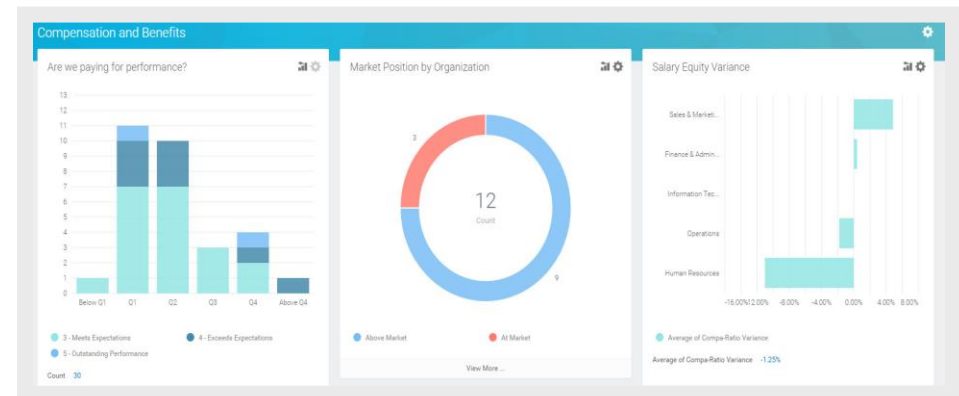


Note: The details you can view on your direct report will be based on your security settings as a manager.

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 and 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, which defines required steps. To view your tasks, click the **Inbox** worklet.



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.

