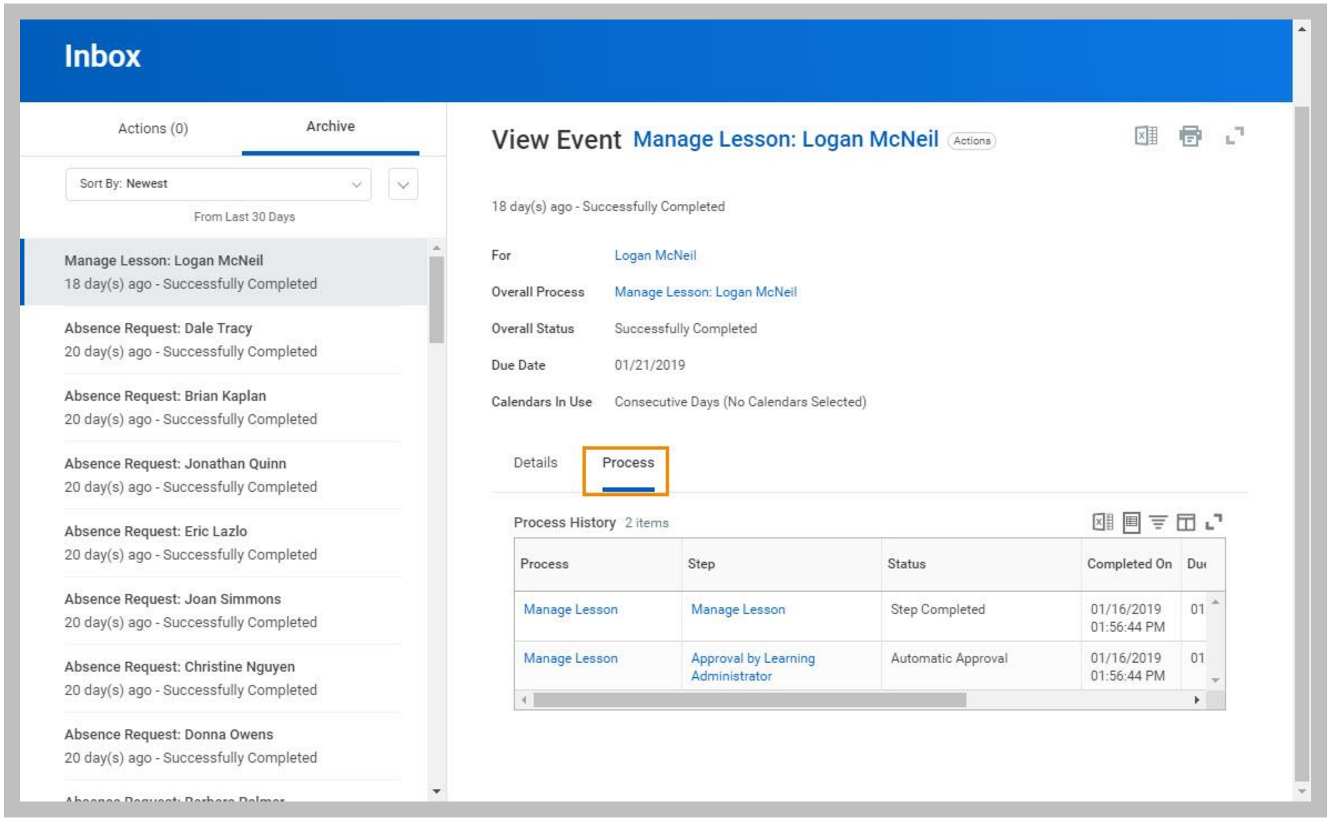
The following topics outline various processes, reports, and tasks within Workday that are available to managers.

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. Click a task in the left-hand column of the Process History grid to access the details, process history, and related links of the selected business process.

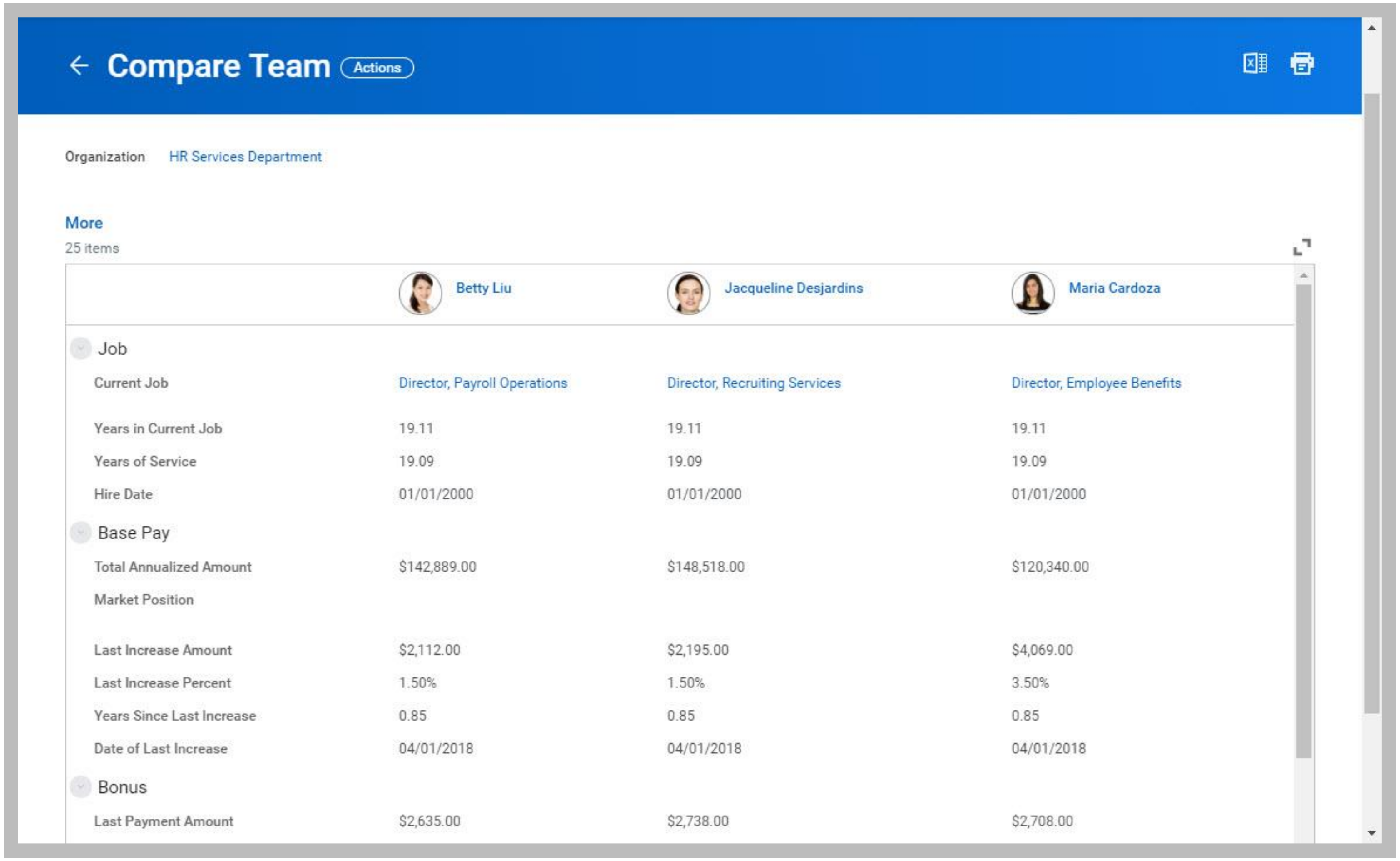


COMPARE MY TEAM

Use the Compare Team report to analyze key worker attributes.

From the Compare Team report:

1. Select an organization to analyze. Your security settings determine which organization and worker information you can access.
2. Click **OK** to compare the employees' Job, Base Pay, Bonus, Stock, and Performance information.

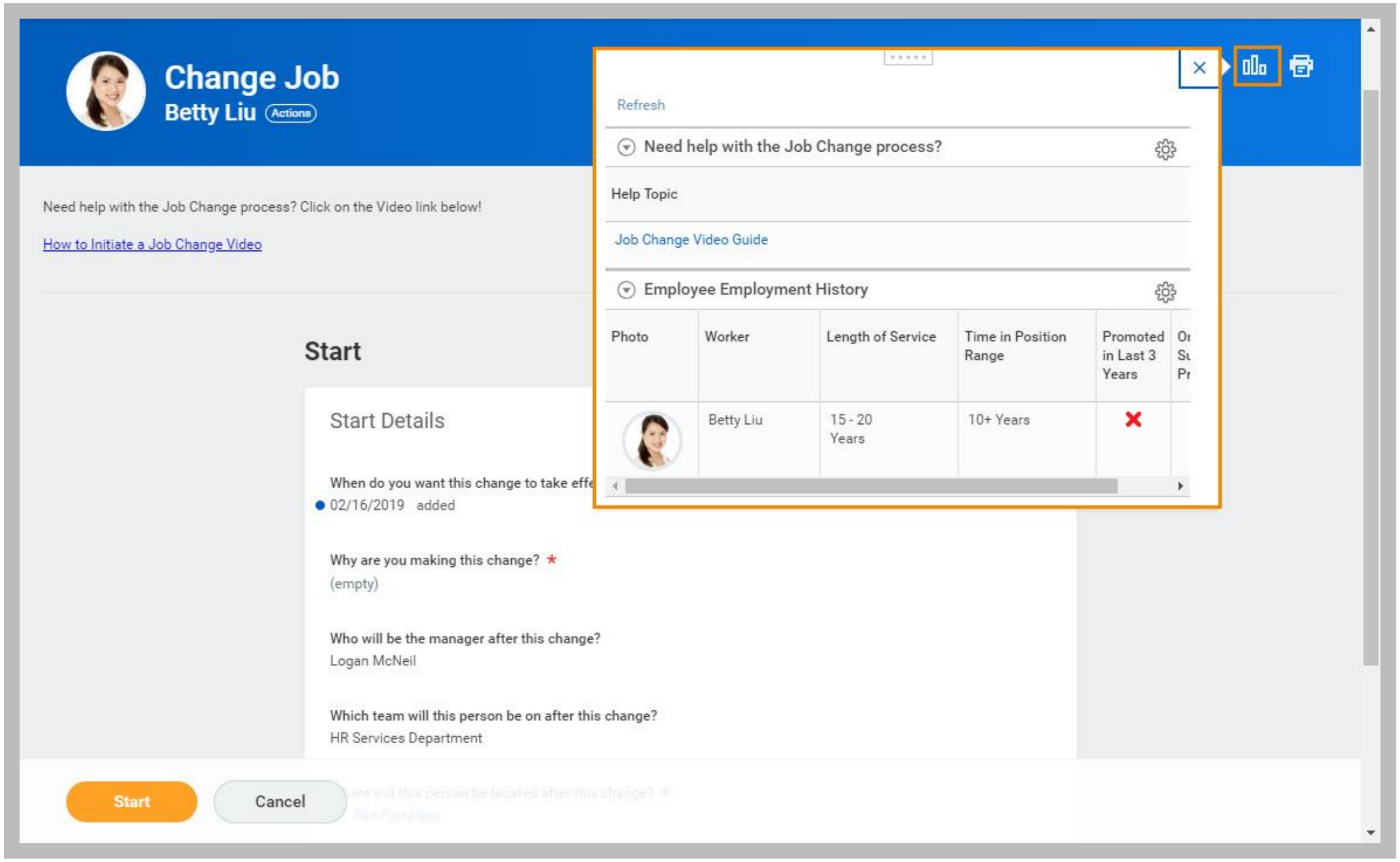


ACCESS ANALYTICS DURING A PROCESS

Embedded analytics are available on configured business processes.

To access analytics during a process:

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



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.