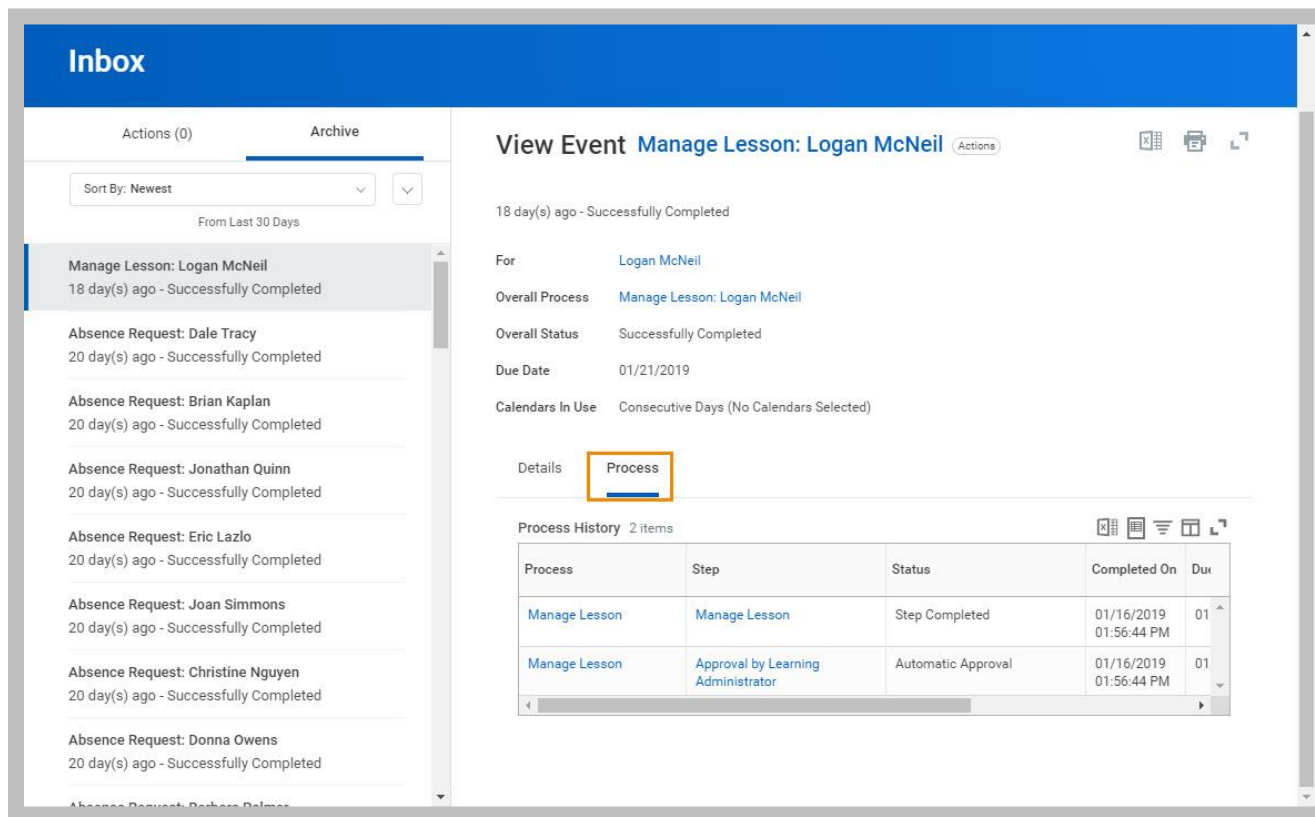


The following topics outline various processes, reports, and tasks within Workday that are available to managers.

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.

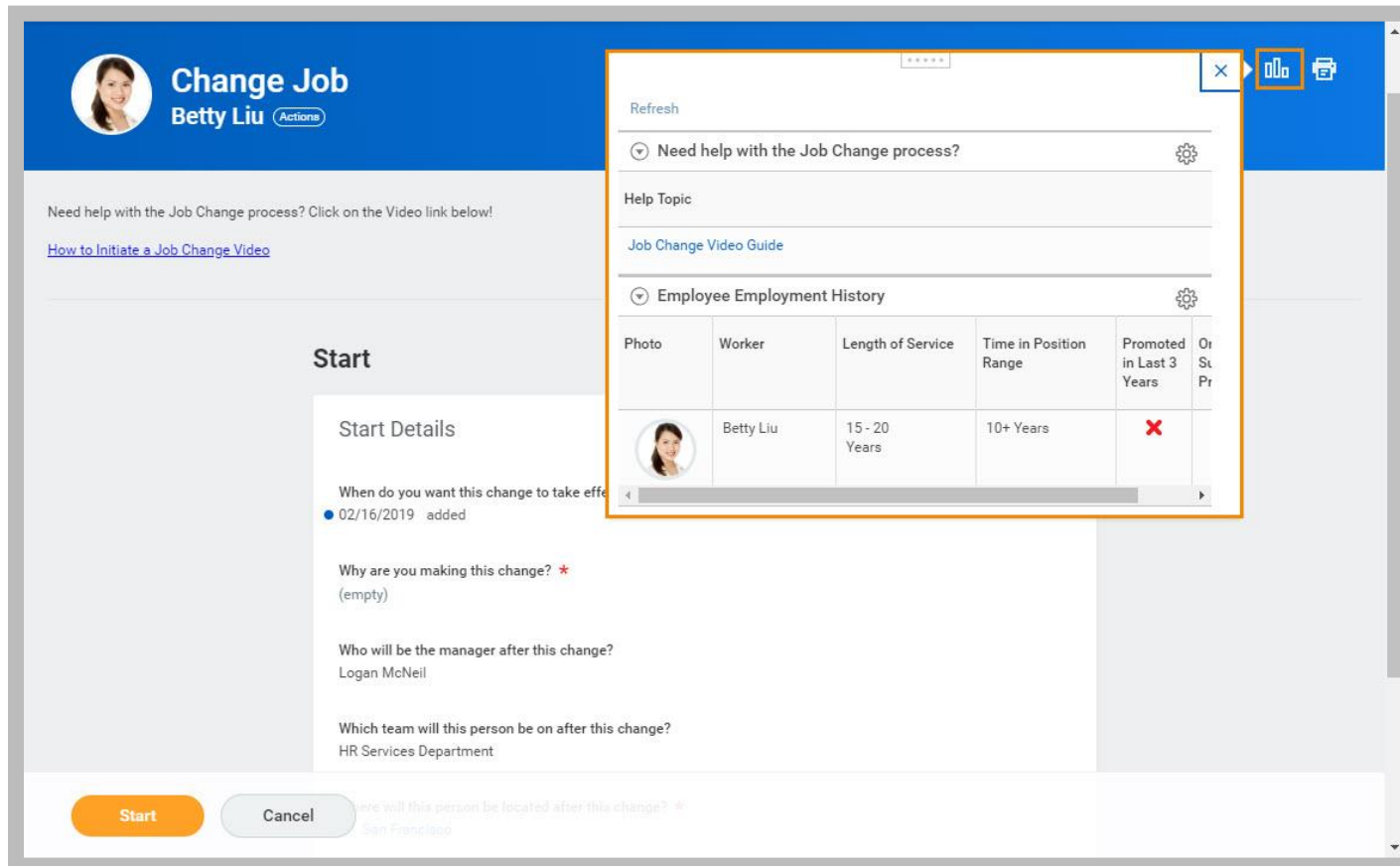
	Betty Liu	Jacqueline Desjardins	Maria Cardoza
Job			
Current Job	Director, Payroll Operations	Director, Recruiting Services	Director, Employee Benefits
Years in Current Job	19.11	19.11	19.11
Years of Service	19.09	19.09	19.09
Hire Date	01/01/2000	01/01/2000	01/01/2000
Base Pay			
Total Annualized Amount	\$142,889.00	\$148,518.00	\$120,340.00
Market Position			
Last Increase Amount	\$2,112.00	\$2,195.00	\$4,069.00
Last Increase Percent	1.50%	1.50%	3.50%
Years Since Last Increase	0.85	0.85	0.85
Date of Last Increase	04/01/2018	04/01/2018	04/01/2018
Bonus			
Last Payment Amount	\$2,635.00	\$2,738.00	\$2,708.00

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.



The screenshot displays the 'Change Job' process for Betty Liu. The main interface includes a 'Start' button and a 'Start Details' section with the following information:

- When do you want this change to take effect?** 02/16/2019 added
- Why are you making this change? *** (empty)
- Who will be the manager after this change?** Logan McNeil
- Which team will this person be on after this change?** HR Services Department

An analytics overlay is open, showing the 'Employee Employment History' for Betty Liu. The table below is extracted from the overlay:

Photo	Worker	Length of Service	Time in Position Range	Promoted in Last 3 Years	Or St Pr
	Betty Liu	15 - 20 Years	10+ Years	✘	

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.