

# Manager's Guide to Workday

Workday delivers easily accessible information providing managers with greater insight into their organization.

For July 2015, managers will be able to view key job-related information about their organization.

Much of the terminology for employee records will stay the same, but there will also be new Workday terminology (such as job levels, job profiles, etc). For more information about these and other changes, please visit [workday.yale.edu](http://workday.yale.edu).



## How will managers be supported in Workday?

Managers at Yale will have a strong network in place to support their expanded ability to view information for managing staff

If you have questions about...	...here's who to contact
<ul style="list-style-type: none"> <li>Problems accessing Workday. Access is through a link on the Yale Portal - use an up-to-date version of any browser and go to <a href="http://www.yale.edu/portal">www.yale.edu/portal</a>.</li> <li>Any of the information you see in Workday, or how to view information in Workday, except for your personal info.</li> </ul>	<ul style="list-style-type: none"> <li><a href="mailto:feshelpdesk@yale.edu">feshelpdesk@yale.edu</a></li> <li><a href="mailto:hrfes@yale.edu">hrfes@yale.edu</a></li> </ul>
<ul style="list-style-type: none"> <li>Your Benefits as an Employee</li> <li>Your Payroll</li> <li>Your Personal Information</li> </ul>	<p><b>Employee Service Center (ESC)</b>            Phone: 203-432-5552            Email: <a href="mailto:employee.services@yale.edu">employee.services@yale.edu</a>            Monday - Friday, 8:30 a.m. to 5:00 p.m.</p>



## Who is considered a manager in Workday?

Faculty and staff who have employees reporting to them will have the Workday role of "Manager."

Each manager and the employee(s) who report to him/her are grouped into one "Supervisory Organization."



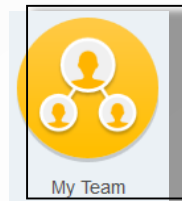


See the "Workday Reporting Guide for Managers" for information about more useful Workday reports. Go to [workday.yale.edu/training](http://workday.yale.edu/training)  
 Unchanged: F&ES managers will still contact [hrfes@yale.edu](mailto:hrfes@yale.edu) for all HR support for hiring, hours changes, etc.

## What will managers see in Workday?

Workday enables managers to view job, compensation and emergency contact information for their direct reports.

View



My Team

Employment Demographics - Yale

Active Employees - Yale

Headcount

My Org Chart

Organization Directory



## What do I need to be aware of as a manager in Workday?

Individual salary information is part of an employee's record and should be kept confidential. Questions of equity across or among peers may involve a significant number of factors, and can be complex.

These questions should be discussed with the F&ES HR to properly ascertain the correct comparisons to measure and determine equity. Email [hrfes@yale.edu](mailto:hrfes@yale.edu) with any questions.



## Below are a sample of views to begin familiarizing managers with information found in Workday

Run the "Compare Team" report to quickly access key job-related information about your team

### Compare Team

Organization Training\_Biochemistry Org 28 (Initiator, 28)

20 items

Employee	Photo	Current Job	Years in Current Job	Years of Service	Hire Date
Adams, Kyle 28		Postdoctoral Fellow	0.42	0.42	01/01/2015
Anderson, Kylie 28		Professor	0.42	0.42	01/01/2015
Beck, Mindy 28		Associate Professor Term	0.42	0.42	01/01/2015

The "Employment Demographics - Yale" report can be filtered and sorted in a number of ways to view your team's information all in one place.

Job Title	Job Profile	Job Code	Job Family
Administrative Assistant	Administrative Assistant	652	Secretarial
Research Assistant 2 MS	Research Assistant 2 MS	602	Research;Support
Research Assistant 2 MS	Research Assistant 2 MS	602	Research;Support
Research Associate 1, MS	Research Associate 1, MS	087	Research Res Support
Associate Research Scientist	Associate Research Scientist	229	Research
Associate Research Scientist	Associate Research Scientist	229	Research

Access your "Employee Emergency Contacts - Yale" report

### Employee Emergency Contacts - Yale

Organizations Training\_Biochemistry Org 28 (Initiator, 28) Include Subordinate Organizations No

22 items

Worker	Last Name	First Name	Primary Email	Employee Type	Job Category
Adams, Kyle 28	Adams	Kyle 28	kadams@yale.edu	Other Academic	Postdoctoral Fellow
Anderson, Kylie 28	Anderson	Kylie 28	kanderson@yale.edu	Faculty	Faculty
Beck, Mindy 28	Beck	Mindy 28	mbeck@yale.edu	Faculty	Faculty
Black, Jason 28	Black	Jason 28	jblack@yale.edu	Staff Fixed Duration	Technician