

MANAGE MY WORK DASHBOARD

Accessing the Dashboard

Select the **Manage My Work** worklet from your Workday landing page.

Please note: it can take up to 30 seconds for your dashboard to load.

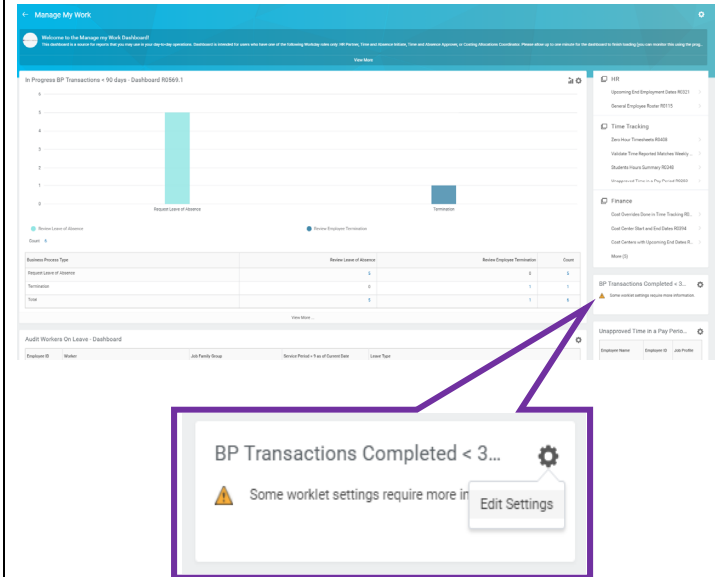


Manage My Work

Setting up your Dashboard

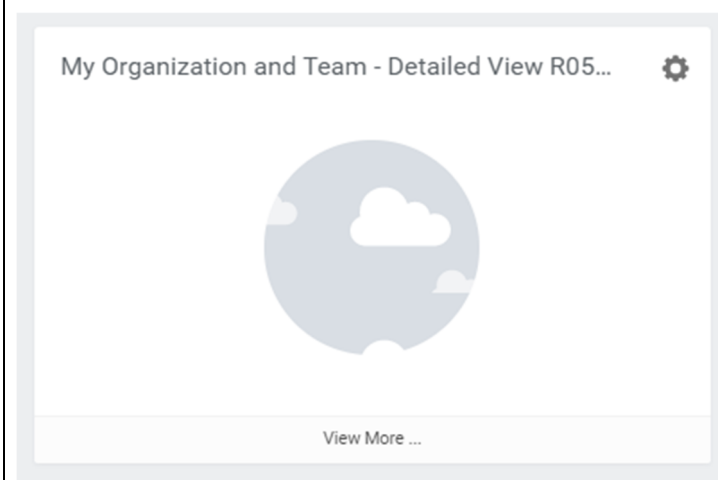
The dashboard will display a set of tiles displaying report data and other information. Some tiles will require setup before returning values. Click the small gear icon at the top right corner of the tile and select **Edit Settings**. This will allow you to choose the supervisory organizations you would like to see, and provide other customization options. Press **OK** to save your settings.

NOTE: Your preferences will be saved so you do not have to do this every time you go into this dashboard.



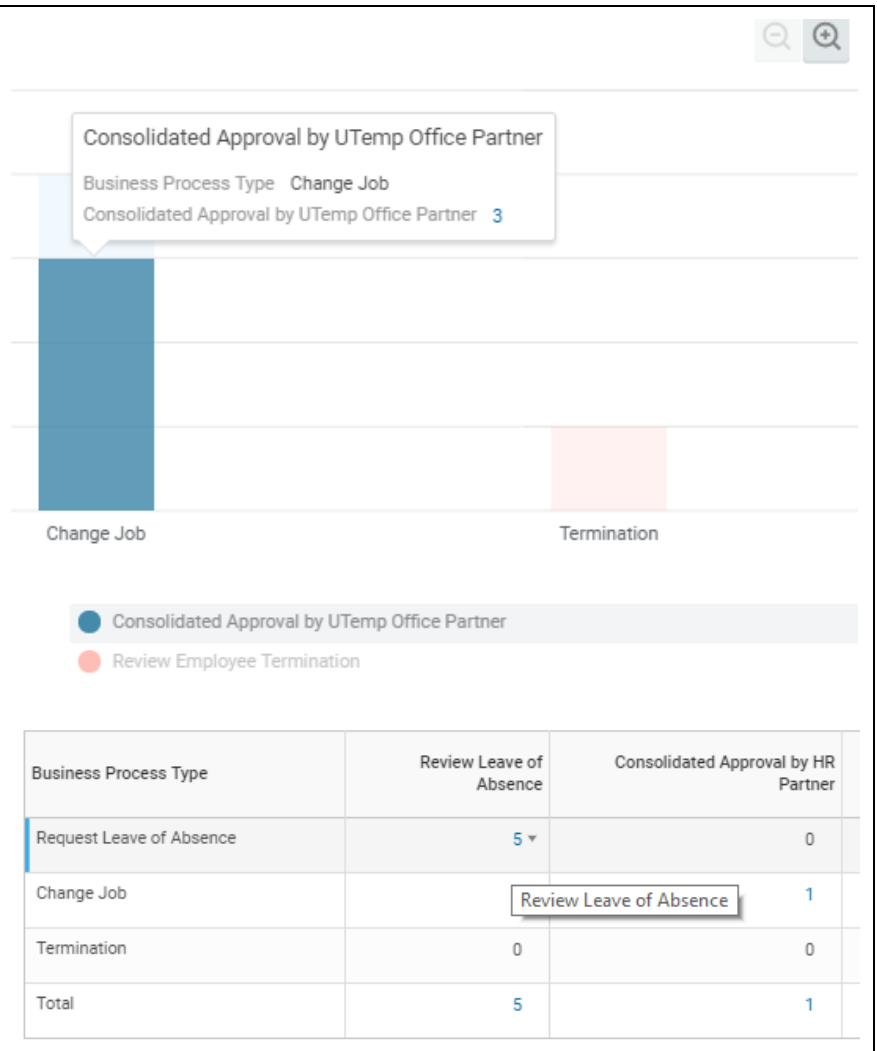
Setting up your Dashboard

Once you've entered your settings, you may notice some tiles with a cloud icon. This indicates there is no data to return based on the parameters you set. You can use the gear icon again to adjust your settings until you can see the information you need.



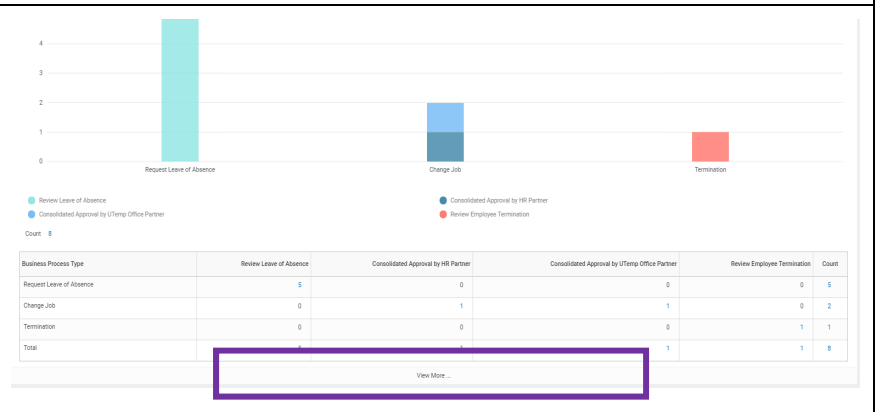
Using the Dashboard

For more detailed information for each of the reports, you can interact directly with the report by hovering over the graph elements or by clicking on data hyperlinks. Any blue value in a table is a hyperlink that will open a new table, called an “analytic,” which will provide more information.



Using the Dashboard

If you need a more detailed look at the data in your dashboard, you can select the “View More” option, featured at the bottom of many tiles. This will navigate you to the report from which this data was sourced so you can see the full view rather than the dashboard summary.



Using the Dashboard

The far right tile features quick links to the most popular Workday reports. You can use this dashboard as a way to explore other reports that may be useful to you. Click on a report linked in the right-side navigation and enter the necessary prompts to run the report.

- To see results for an entire organization, choose the top level org and select “Include Subordinate Organizations.”
- You may also select Sup Orgs you want to look at individually using the dropdown list.
- Some reports provide the option to save filters. Once you’ve entered the prompts you want, enter a Filter Name and select Save. This allows you to quickly populate your prompts when running that report in the future.

Analytics and HR

- Business Process Transactions Details - ... >
- BP Transactions Completed < 14 days - D... >
- Upcoming End Employment Dates R0321 >
- Employee Download By Organization R03... >

Payroll

- Earnings Review- Payroll Results - Prompt... >
- Earnings and Actuals Payroll Results- Pro... >
- Earnings Review - Payroll Results- Prompt... >
- More (5)

Time Tracking

- Cost Overrides Done in Time Tracking R0... >
- Zero Hour Timesheets R0408 >
- Students Hours Summary R0348 >
- More (4)