Getting Started: Manage your Team — Manager

Topics in this Aid:

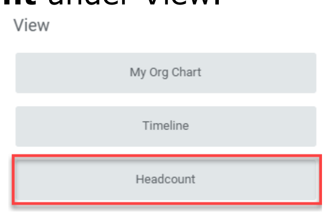
- View Headcount
- View Supervisory Org
- My Workers - Report
- My Org Chart
- Workers History

View Headcount

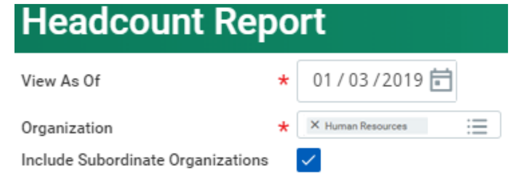
Check your headcount report to view the list of workers and positions for your organization as well as subordinate organization. The headcount report provides list of active employees, inactive employees, contingent workers and unavailable positions for your own organization as well as your subordinate's organization.

1. Click on the **My Team** worklet from your home page
   Note: If you do not have the *My Team* worklet, refer to The Add/Remove Worklets Job Aid. If you would like to customize your My Team Worklet, refer to the Configure Worklets section in in the Use Tools and Navigation Job Aid.

2. Click on **Headcount** under View.

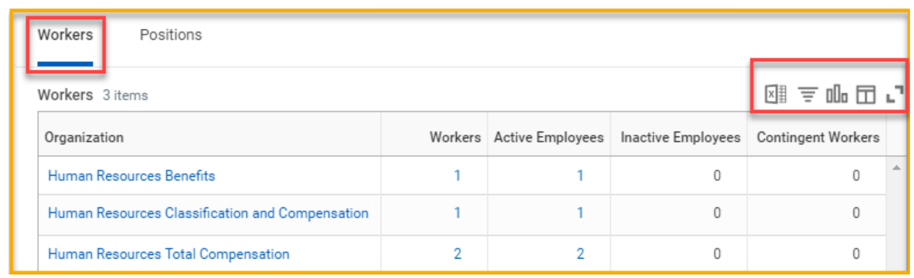


3. The **Headcount Report** screen appears with current date, your organization and the Include Subordinate Organization box checked.



You may change the date to past date and click on the prompt icon in the organization field to select a different Organization. Additionally, you may uncheck the box by Include Subordinate Organization to display only your organization.

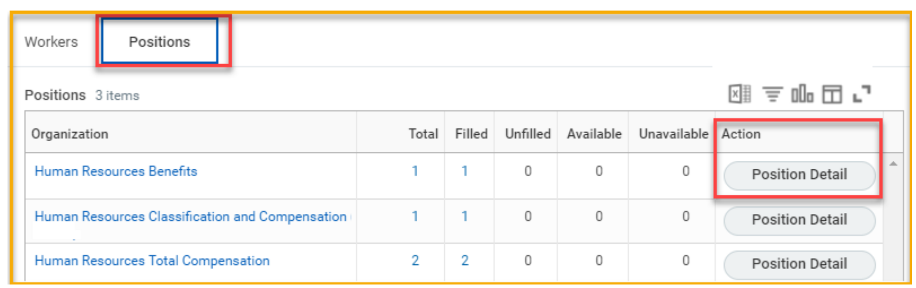
4. Click **OK** at the bottom pf the page.
5. The **Headcount Report** appears with *Workers* and *Positions* tabs. Select a tab to view associated information. Under the *Positions* tab, click the **Positions Detail** button in the "Actions" column to see detailed information for that "Organization".
   Note: You may click on the hyperlinks (blue words and numbers) to drill and view detailed information.



Workers | Positions

Workers 3 items

Organization	Workers	Active Employees	Inactive Employees	Contingent Workers
Human Resources Benefits	1	1	0	0
Human Resources Classification and Compensation	1	1	0	0
Human Resources Total Compensation	2	2	0	0



Workers | Positions

Positions 3 items

Organization	Total	Filled	Unfilled	Available	Unavailable	Action
Human Resources Benefits	1	1	0	0	0	Position Detail
Human Resources Classification and Compensation	1	1	0	0	0	Position Detail
Human Resources Total Compensation	2	2	0	0	0	Position Detail

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Useful icons:

Export to Excel -

Select to filter data -

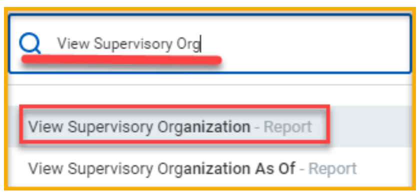
Expand/Collapse Chart -

Select to Hide/Show columns -

View Supervisory Org

View your Supervisory Organization to view the list of current employees, available positions and unavailable to fill positions in your supervisory organization.

1. Type View Supervisory Org in the search field and select **View Supervisory Organization – Report**



   Note: Use "View Supervisory Organization As Of – Report" to view the Organization on a specific day.

2. The **Supervisory Organization** appears automatically. If you wish to view headcount for another Supervisory Organization, click the prompt icon and select

   Note: You may only see Supervisory Organization for the organization(s) that you are responsible for.

3. Click **OK** on the bottom of the page.

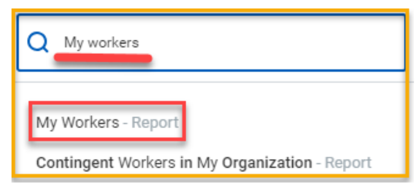
4. Supervisory Organization report populates. This report will have multiple useful Tabs. Some of the tabs include:

Tab	Description
Members	Displays list of all current employees in the organization.
Staffing	Displays the positions that are currently available to fill.
Unavailable to Fill	Positions that have been created, but are not ready to be filled. To move position from Unavailable to Fill to the Staff tab, a job requisition must be created (for an existing position)
Security Groups	Shows what employees are assigned to each Security Group, the Access Rights area that Security Group grants and Role for that specific Supervisory Org.

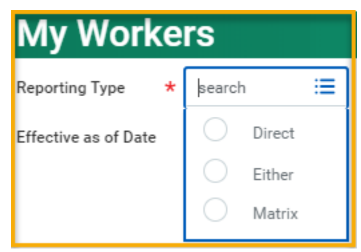
My Workers - Report

Access this report to view compensation for your direct/indirect reports.

1. Type My Workers in the search field and select **My Workers –** Report



2. Select **Report Type**



workday

3. Select **Effective Date**
   ***Note*:** You may select current date, past date or run report for future date for the tasks that may have been added with future date in Workday.

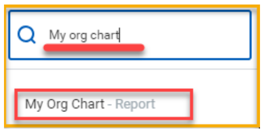
4. Click **OK** on the bottom of the page.
   ***Note*:** The report can be exported to excel, filtered, and sorted.

My Org Chart

There are multiple ways to access the **My Org Chart.** We will go over two ways in this Job Aid.

Option A)

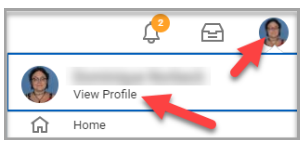
1. Type **My Org Chart** in the search field and select **My Org Chart- Report**



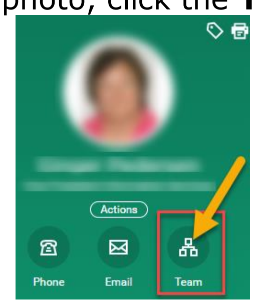
2. **My Org Chart** screen appears with your Org Chart.

Option B)

1. Form your Workday homepage, click on your profile picture in the upper right corner.



2. Below your profile photo, click the **Team** icon.

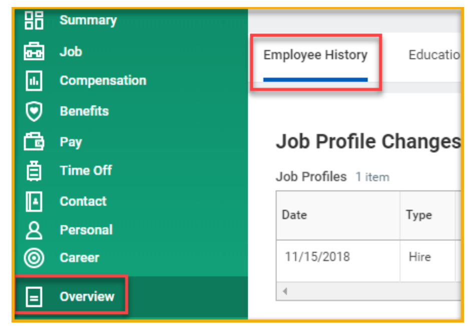


3. **My Org Chart** screen appears with your Org Chart.

   Note: Click on the print icon to print to PDF, Powerpoint, or Excel. (Check "Include Pictures" box if you want to include pictures.)

Worker's History

1. Type employee's name (or id) in the search field and press enter.
   Note: Be sure your search preferences are set to "All of Workday." If they are not, please follow the **Search Preferences** Job Aid to adjust your settings.
2. Click on employee's name.
3. Click **Overview**
4. Click **Employee History** tab.



Revision Date	Description of Change	Author
8/23/17	Initial release	Cindy Franklin
9/21/17	ERP Team approved	ERP
1/3/19	Updated & Added Screenshots	Dominique Norbeck
2/14/19	Added Topics links, Updated Screenshots	Dominique Norbeck