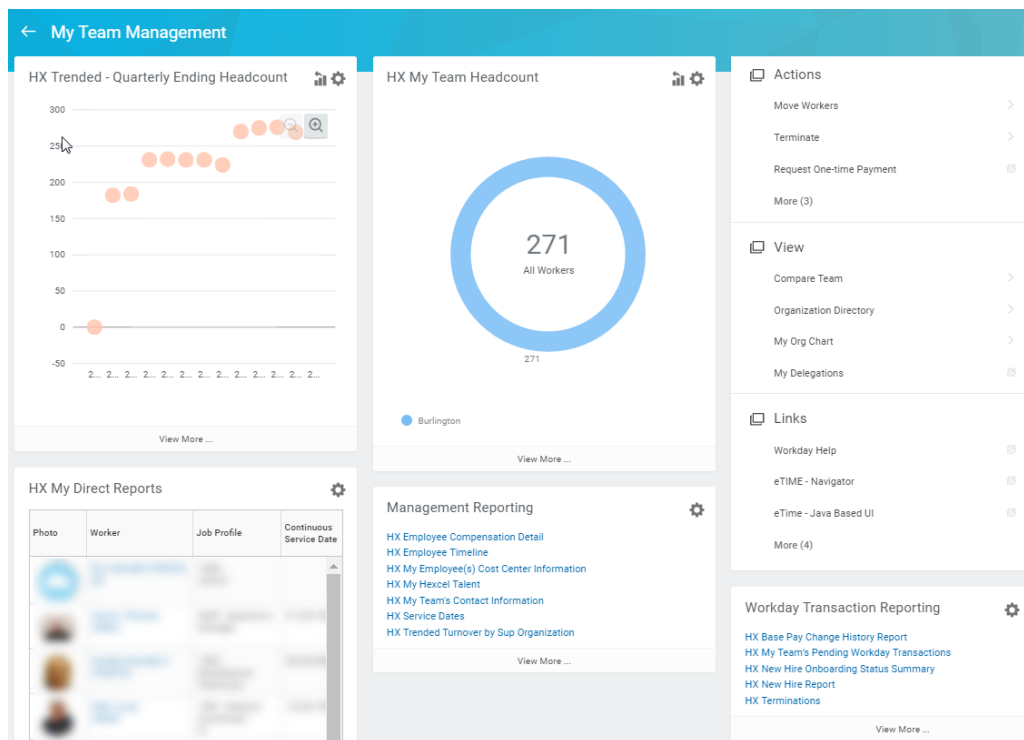
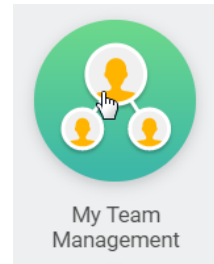


Tip Sheet: *My Team Management Dashboard*

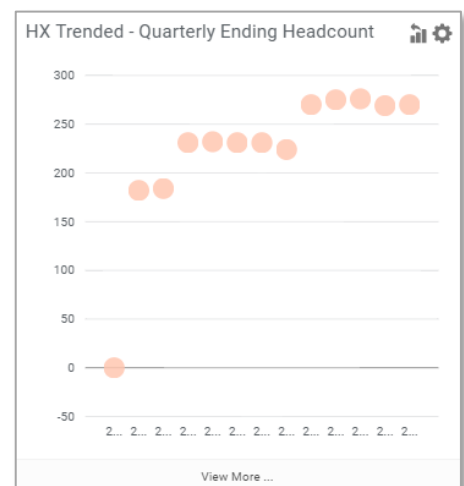
The **My Team Management** Dashboard is a worklet available to managers on the Workday Homepage. This dashboard gives managers a central location for activities and reporting on the desktop application. Here managers can find real-time executable reporting to help gain better insights into their employee populations. In this tip sheet, we will review how to utilize the various features of the My Team Management Dashboard.



HX Trended – Quarterly Ending Headcount

This graphical report shows quarterly ending headcount over time. This headcount includes all worker types (employee, contingent, temporary, and interns). You can select “view more” to expand the report to see the quarterly breakout.

If you manage teams across various locations and/or countries, you can use the filters to see the headcount for your various areas. You can click the series on the chart to get more detail on the employees included.



HX My Direct Reports

This report provides managers a quick view of their current direct reports with information on their current job, how long they have been with Hexcel as a whole, and the number of years in their current position. Clicking on an employee's name will bring you directly to their worker profile.

If a manager also has managers on their team, to see the complete list with their indirect reports included, select the "view more" option. This will open a listing that shows both the direct and indirect reports for the whole organization.

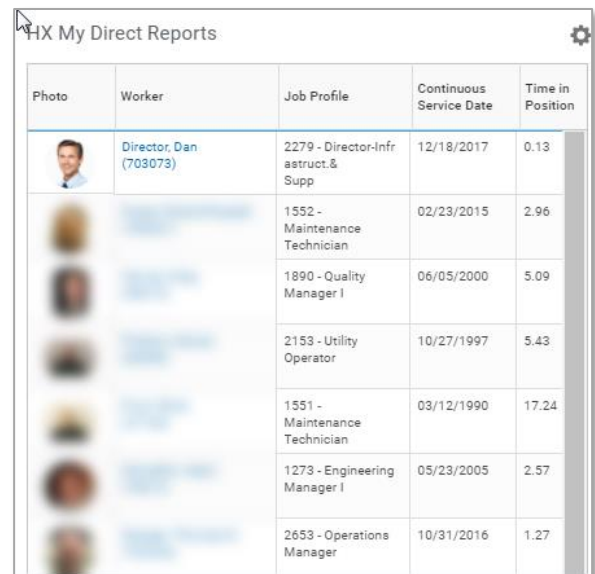
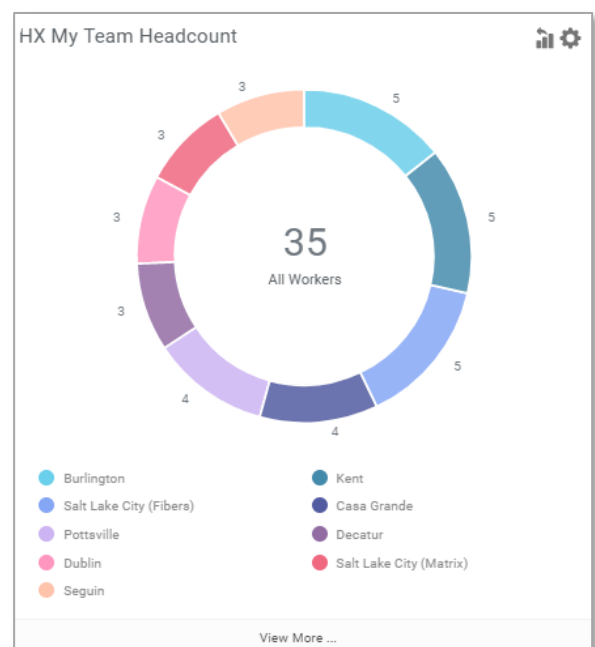


Photo	Worker	Job Profile	Continuous Service Date	Time in Position
	Director, Dan (703073)	2279 - Director-Infr astruct.& Supp	12/18/2017	0.13
		1552 - Maintenance Technician	02/23/2015	2.96
		1890 - Quality Manager I	06/05/2000	5.09
		2153 - Utility Operator	10/27/1997	5.43
		1551 - Maintenance Technician	03/12/1990	17.24
		1273 - Engineering Manager I	05/23/2005	2.57
		2653 - Operations Manager	10/31/2016	1.27

HX My Team Headcount

This graphical report represents the current total number of active workers that report up to a manager in Workday broken out by location. This headcount includes all worker types (employee, contingent, temporary, and interns).

You can click into the location sections to see more details by location and apply various filters. You also have the option to click into the center number to run a full list of the employees and see more detail by the various filter options.



Management & Workday Transaction Reporting

Numerous reports are available in these two areas. Management Reporting will provide information in the areas of general employee data, compensation, and turnover. Reports related to Workday transactions for employees are available under Transaction Reporting. This is where information in new hires and terms, pay changes, and pending transactions is found.

To run reports included in these sections, click on a report name for details on what data the report will produce and instructions on how to run the report.

Management Reporting

- [HX Employee Compensation Detail](#)
- [HX Employee Timeline](#)
- [HX My Employee\(s\) Cost Center Information](#)
- [HX My Hexcel Talent](#)
- [HX My Team's Contact Information](#)
- [HX Service Dates](#)
- [HX Trended Turnover by Sup Organization](#)

[View More ...](#)

Workday Transaction Reporting

- [HX Base Pay Change History Report](#)
- [HX My Team's Pending Workday Transactions](#)
- [HX New Hire Onboarding Status Summary](#)
- [HX New Hire Report](#)
- [HX Terminations](#)

[View More ...](#)

Additional Information and Links

An additional menu is available to give managers a quick way to initiate **actions** related to employees, as well as to **view** information on their team. Lastly, links are provided for easy access to Workday Help and other relevant programs. Select **More** to expand the list. The links available will depend on your location.

- Actions
 - Move Workers
 - Terminate
 - Request One-time Payment
 - More (3)
- View
 - Compare Team
 - Organization Directory
 - My Org Chart
 - My Delegations
- Links
 - Workday Help
 - eTIME - Navigator
 - eTime - Java Based UI
 - More (4)

Other Reporting

For reporting focused on the recruiting process, please refer to the **Recruiting** worklet on the Workday home page. For Performance Management (Reviews & Goals) please refer to the **Team Performance** worklet on the Workday home page.

