

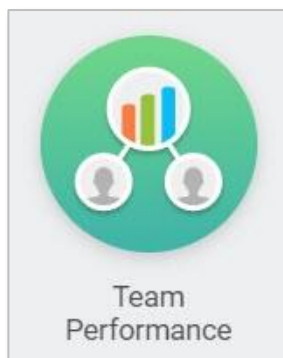
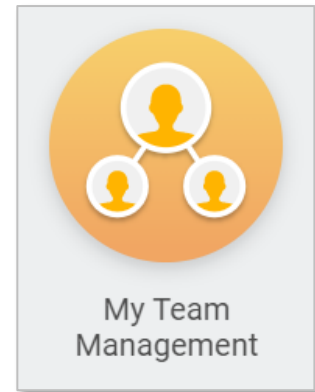
Tip Sheet: *Manager Direct Access – Navigating Workday as a Manager*

Following is a quick overview to take you through several areas of Workday to help you access information on your employees and manage your team.

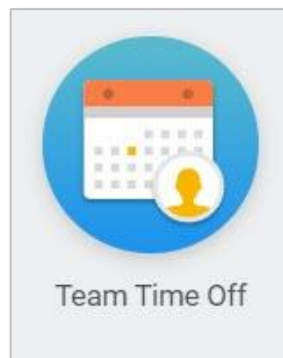
Manager Worklets

The **My Team Management** worklet is a central area for visibility to your team. It provides real-time executable reporting, direct access to your employees' profiles, links to tasks you can initiate, and helpful external links.

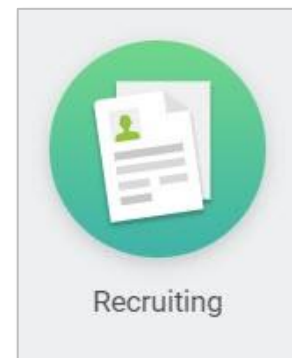
For more detailed information on how to use the features of these worklets, please refer to the Tip Sheets available on the worklets or through Workday Help



The **Team Performance** worklet is where you can view performance related information for employees that complete goals and participate in the annual performance review process in Workday.



The **Team Time Off** worklet is for U.S. Managers who have salaried employees who track time off in Workday. You can view you team's time off calendar and other time off related tasks and information.



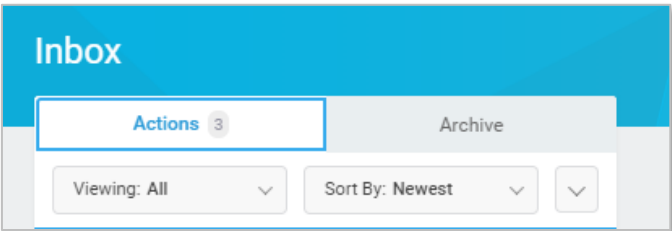
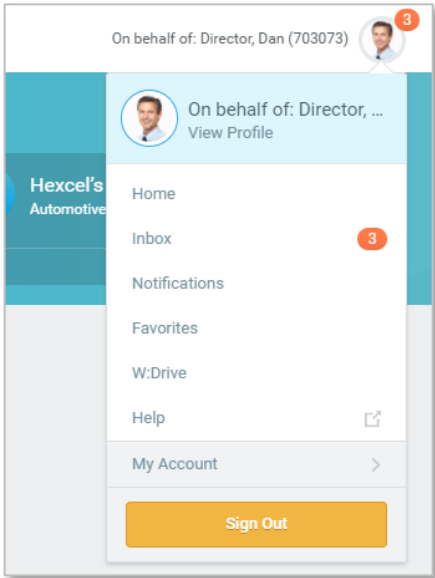
The **Recruiting** worklet is where managers can see information about their open job requisitions. You can view requisitions and candidates that have applied and run reports to see requisitions in the approval process.

Workday Inbox

The **Inbox** is the central location for finding tasks that require a manager's attention. To view your inbox click your profile picture next to your name, in the upper right hand corner of the screen.

When you have **Tasks** to complete, the number of tasks will appear in red.


There are two tabs in the inbox: **Actions** and **Archive**. Actions show current open tasks for completion and Archive shows past completed actions. Each tab gives you the ability to filter and sort tasks.

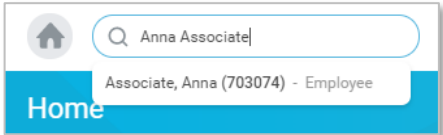
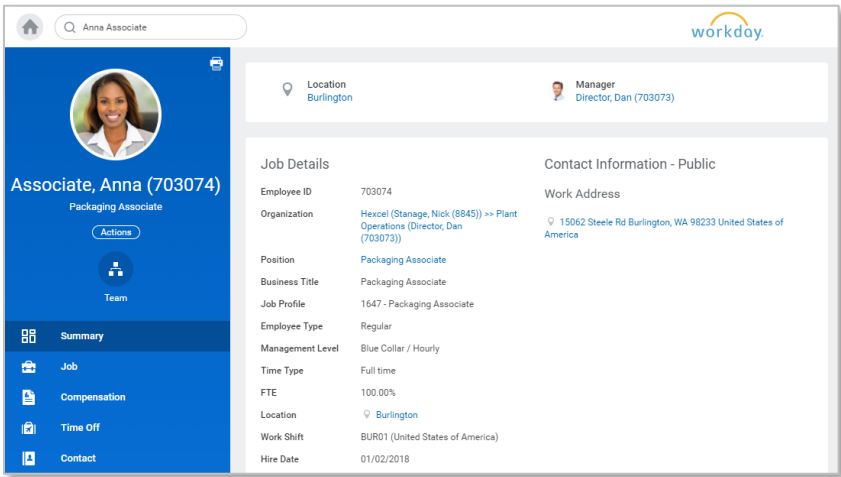


Worker Profile

To access detailed information on your employee(s) navigate to their **Worker Profile**. You can access a profile from the **My Team Management** worklet or by typing in a name in the top left search bar.

HX My Direct Reports ⚙️

Photo	Worker	Job Profile	Continuous Service Date	Time in Position
	Associate, Anna (703074)	1647 - Packaging Associate	01/02/2018	0.08

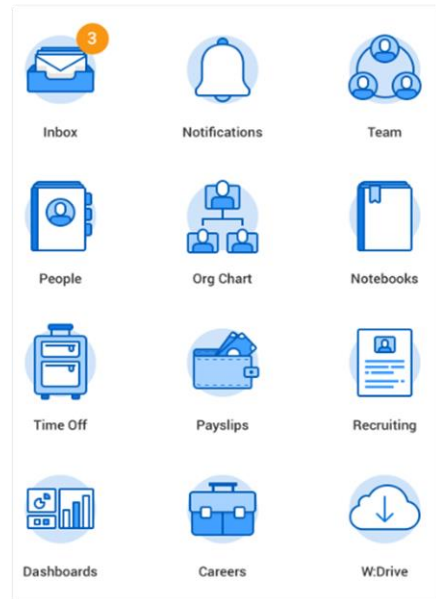


From the worker profile panel you can access different pages with tabs of information on an employee.

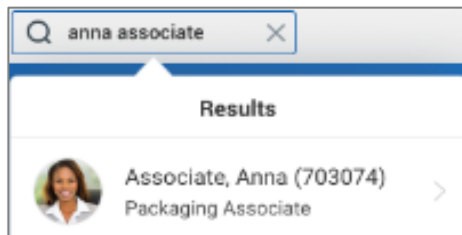
On Mobile

You will find the worklets similar to the desktop. Your Team worklet lets you access your team.

Please note that not all Workday desktop features are available on Mobile at this time.



To navigate to a member on your team, type in the name in the Search bar located at the upper left.



From the worker profile panel you can access different pages of information on an employee.

