Getting Started: Generate Reports

Manager

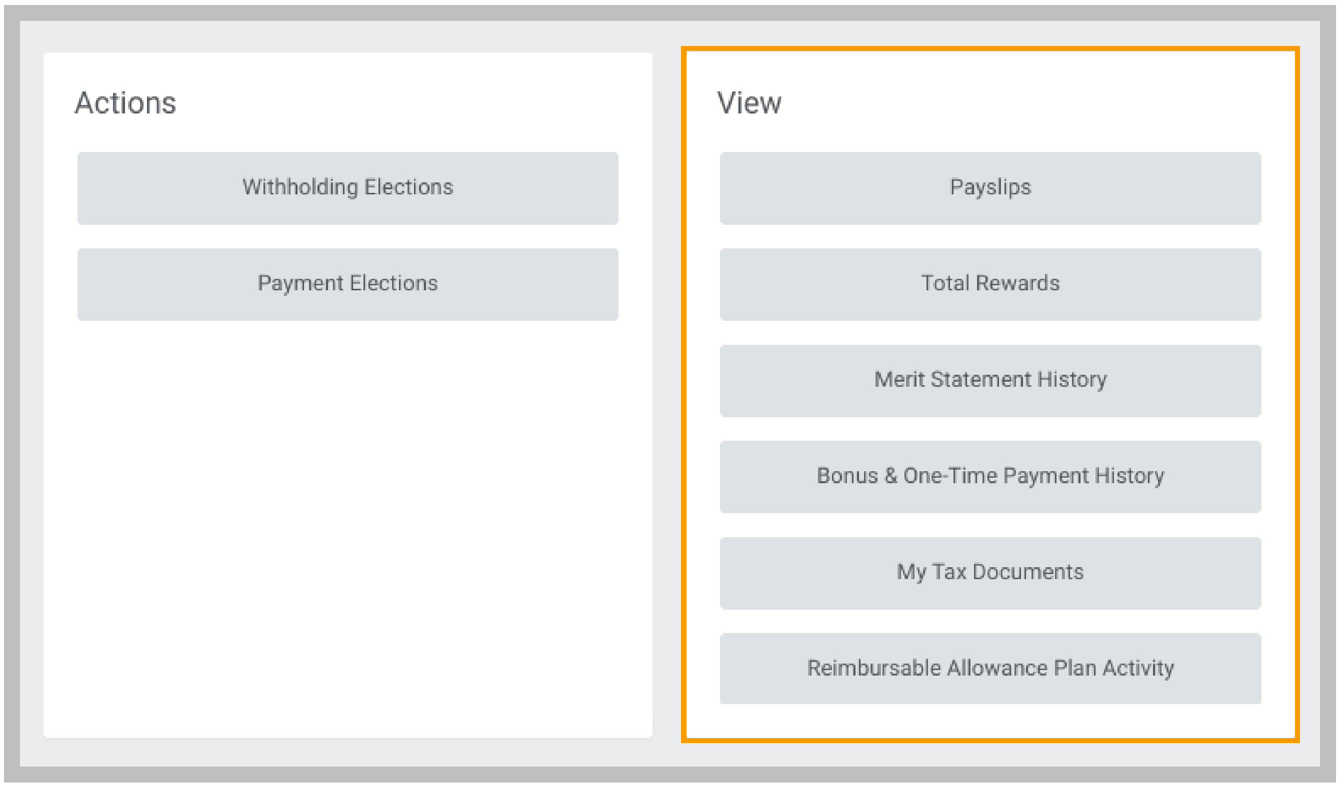
Generate Reports

There are several types of reports you can generate within Workday. Managers can access self-service reports, such as Payslips, as well as reports about their team, such as Team Performance. Available reports can be accessed via Search or from an application.

These reports are listed under the View column in the applications that provide reporting functionality.

From your Home page:

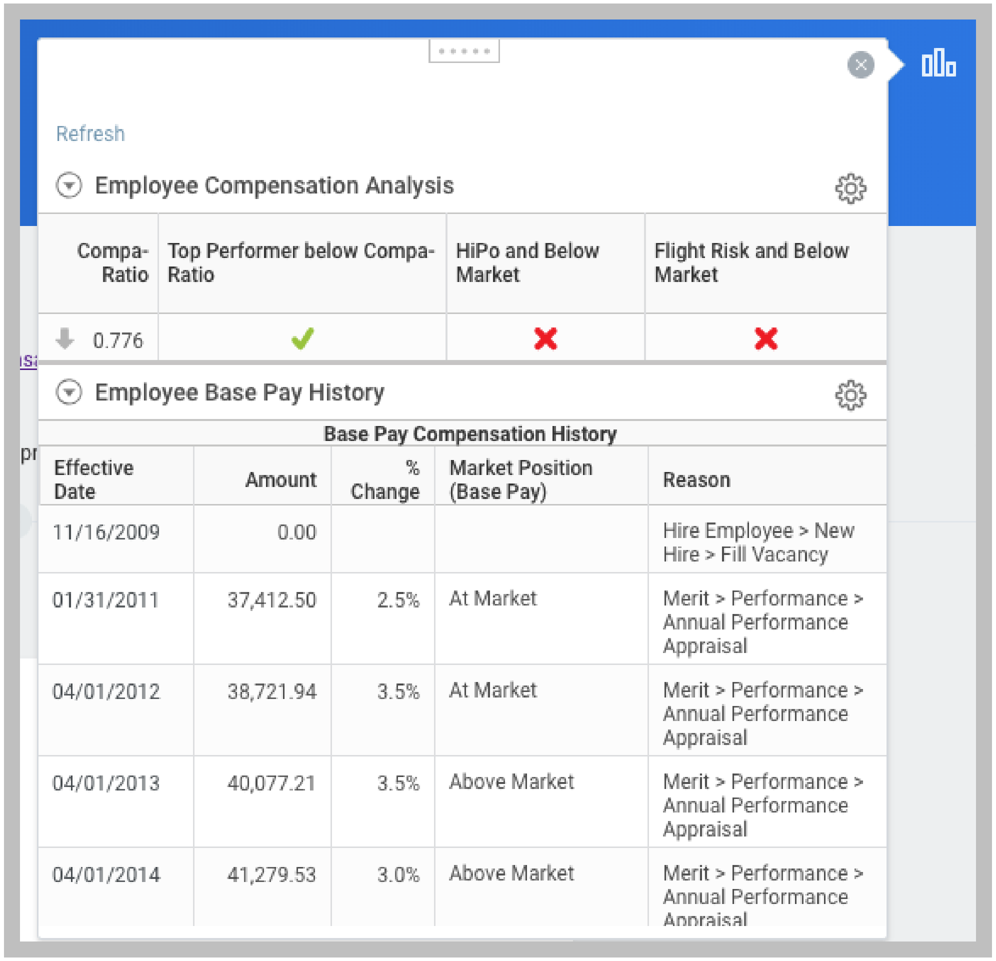
1. Navigate to the application you want to view.
2. Available reports display in the View Column.



Access Reports within Business Processes

Some business processes have embedded reports. See the View Related Information icon on the application.

To access an embedded report, click the View Related Information icon. The worklet displays information specific to the step in the business process. For example, in the case of compensation, the worklet may display a compensation analysis and base pay history.



Refresh

Employee Compensation Analysis

Compa-Ratio	Top Performer below Compa-Ratio	HiPo and Below Market	Flight Risk and Below Market
0.776	✓	✗	✗

Employee Base Pay History

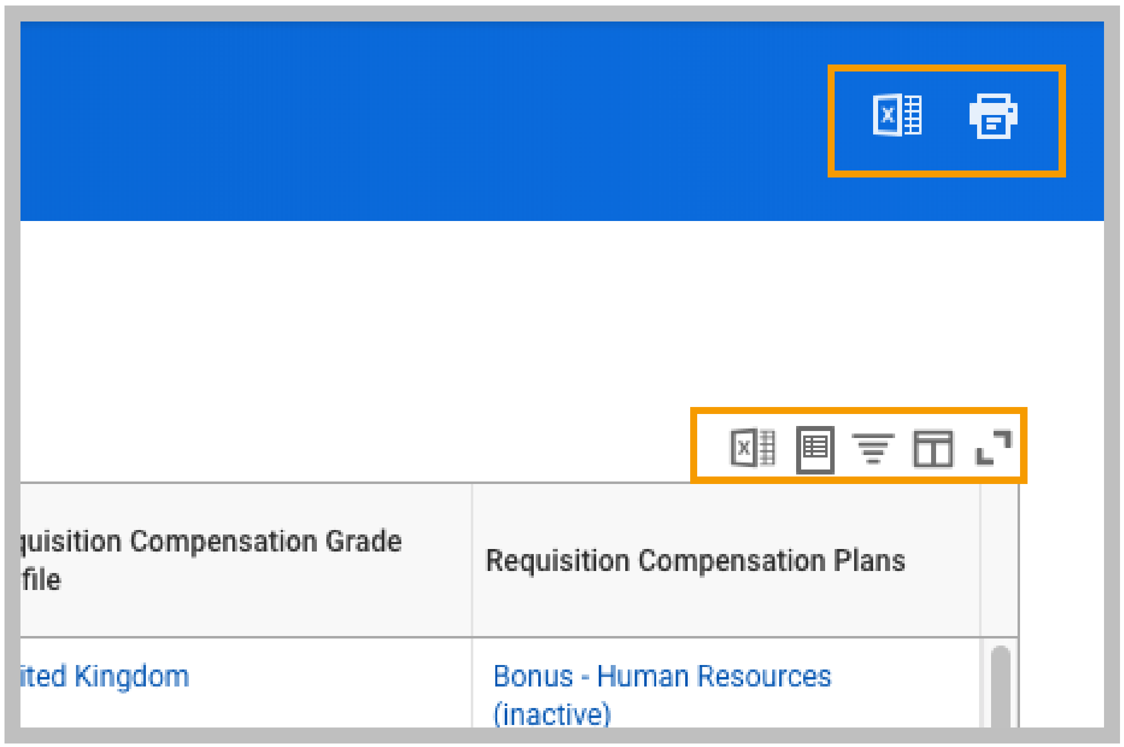
Base Pay Compensation History				
Effective Date	Amount	% Change	Market Position (Base Pay)	Reason
11/16/2009	0.00			Hire Employee > New Hire > Fill Vacancy
01/31/2011	37,412.50	2.5%	At Market	Merit > Performance > Annual Performance Appraisal
04/01/2012	38,721.94	3.5%	At Market	Merit > Performance > Annual Performance Appraisal
04/01/2013	40,077.21	3.5%	Above Market	Merit > Performance > Annual Performance Appraisal
04/01/2014	41,279.53	3.0%	Above Market	Merit > Performance > Annual Performance Appraisal

Viewing Reports

Several icons display over the top-right corner of a report. The Export to Excel icon allows you to export the report into Excel; similarly, the Export to Worksheets icon lets you send the report to a Workday worksheet. The Filter icon allows you to filter the data from each column in the same way as in Excel.

Use the Expand/Collapse Chart , Grid View , and Toggle Full Screen icons to manage report viewing properties.

You can also click on the Print icon to view the report as a printable PDF. Note that the above options are contingent on your organization's security permissions configurations.



Filtering Report Content

Report content can be filtered by setting criteria on individual columns.

To filter a report:

1. Click on the column heading of the data you want to filter. Column filter options display.
2. To sort the data, click on the appropriate **Sort** arrow.
3. Alternatively, choose a filter condition from the options available in the Filter Condition field, and enter values as required by the filter condition.
4. Click **Filter** to complete the operation.