

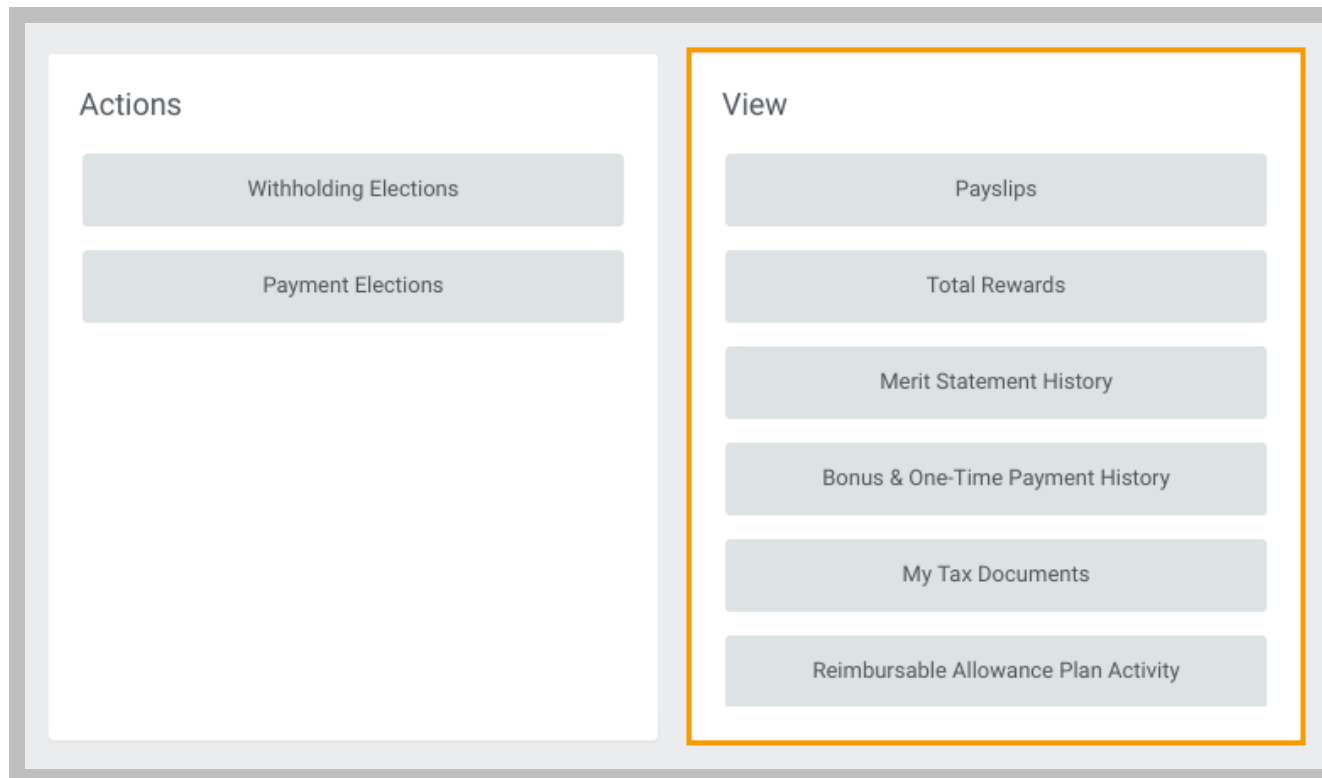
## GENERATE REPORTS

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:

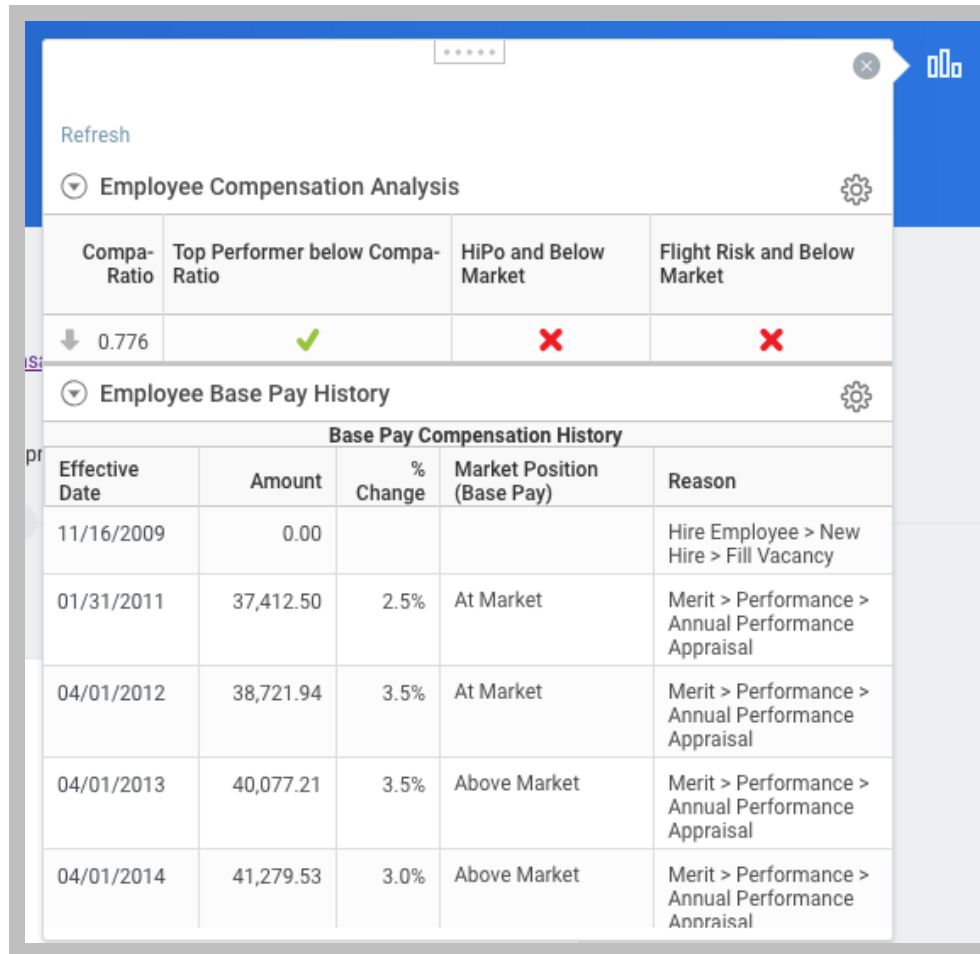
1. Navigate to the application you want to view.
2. Available reports display in the View Column.



## 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.






The screenshot shows a user interface for an embedded report. At the top, there is a 'Refresh' button and a 'View Related Information' icon. Below this is a section titled 'Employee Compensation Analysis' with a settings gear icon. This section contains a table with four columns: 'Compa-Ratio', 'Top Performer below Compa-Ratio', 'HiPo and Below Market', and 'Flight Risk and Below Market'. The data row shows a Compa-Ratio of 0.776, a green checkmark for Top Performer, and red X marks for HiPo and Flight Risk. Below this is another section titled 'Employee Base Pay History' with a settings gear icon. This section contains a table titled 'Base Pay Compensation History' with columns for 'Effective Date', 'Amount', '% Change', 'Market Position (Base Pay)', and 'Reason'. The table lists five rows of compensation history from 2009 to 2014.

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


  

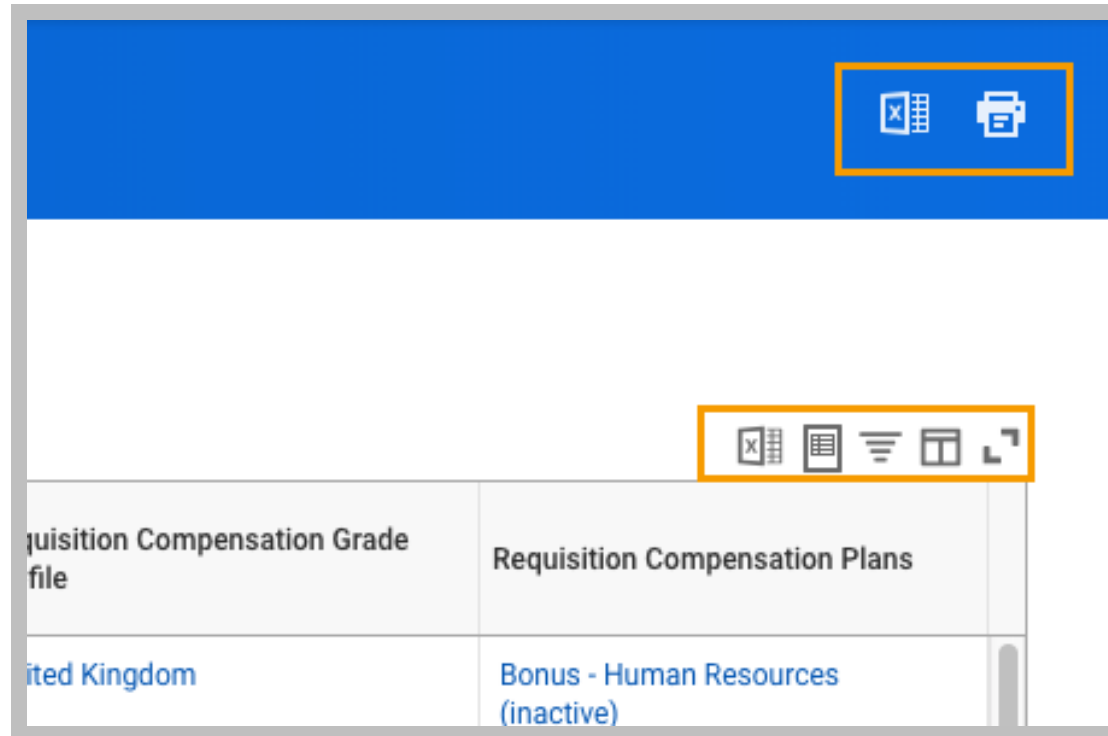
| Base Pay Compensation History |           |          |                            |  |
|-------------------------------|-----------|----------|----------------------------|--|
| Effective Date                | Amount    | % Change | Market Position (Base Pay) | Reason   |
| 11/16/2009                    | 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 Annraisal |

## 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.

The screenshot shows a dropdown menu for the 'Total Base Pay' column. The menu is open, displaying sorting and filtering options. At the top, the column headers are visible: 'Total Base Pay', 'Primary Compensation Basis', 'Currency', and 'Fre'. The filter options include 'Sort Ascending' (with an upward arrow) and 'Sort Descending' (with a downward arrow). Below the sorting options is a 'Filter Condition \*' dropdown menu set to 'between'. Underneath are two input fields: 'Value 1 \*' containing '50,000' and 'Value 2 \*' containing '75,000'. At the bottom of the menu is an orange 'Filter' button.