Manager’s Guide to Workday

Workday delivers easily accessible information providing managers with greater insight into their organization. For July 2015, managers will be able to view key job-related information about their organization.

Much of the terminology for employee records will stay the same, but there will also be new Workday terminology (such as job levels, job profiles, etc). For more information about these and other changes, please visit workday.yale.edu.

How will managers be supported in Workday?

Managers at Yale will have a strong network in place to support their expanded ability to view information for managing staff.

<table>
<thead>
<tr>
<th>If you have questions about...</th>
<th>...here’s who to contact</th>
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<tbody>
<tr>
<td>Problems accessing Workday. Access is through a link on the Yale Portal - use an up-to-date version of any browser and go to <a href="http://www.yale.edu/portal">www.yale.edu/portal</a>. Any of the information you see in Workday, or how to view information in Workday, except for your personal info.</td>
<td><a href="mailto:feshelpdesk@yale.edu">feshelpdesk@yale.edu</a></td>
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<tr>
<td>Your Benefits as an Employee, Your Payroll, Your Personal Information</td>
<td><a href="mailto:hrfes@yale.edu">hrfes@yale.edu</a></td>
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Who is considered a manager in Workday?

Faculty and staff who have employees reporting to them will have the Workday role of “Manager.” Each manager and the employee(s) who report to him/her are grouped into one "Supervisory Organization."

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Updated for F&ES 6/30/15
Workday enables managers to view job, compensation and emergency contact information for their direct reports.

Individual salary information is part of an employee’s record and should be kept confidential. Questions of equity across or among peers may involve a significant number of factors, and can be complex.

These questions should be discussed with the F&ES HR to properly ascertain the correct comparisons to measure and determine equity. Email hrfes@yale.edu with any questions.

**Below are a sample of views to begin familiarizing managers with information found in Workday**

**Run the "Compare Team" report** to quickly access key job-related information about your team.

**The "Employment Demographics - Yale" report** can be filtered and sorted in a number of ways to view your team’s information all in one place.

**Access your "Employee Emergency Contacts - Yale" report**