The following topics outline various processes, reports, and tasks within Workday that are available to managers.

Check the Status of My Processes

To review or check the status of a process:

1. Navigate to **My Tasks**.

2. Select the **Archive** tab. This tab displays your past actions and business processes completed within the last 30 days.

3. In the Process column of the Process History grid, select a link to access the details, process history, and related links of the selected business process, as shown in the image below.
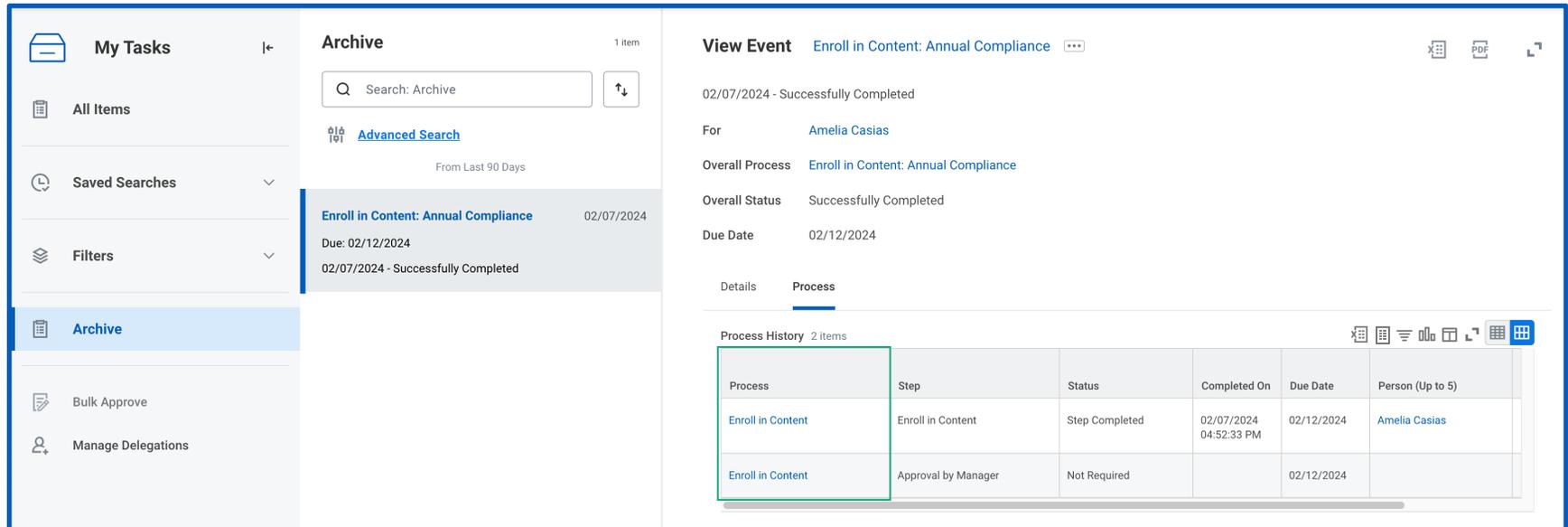
Compare My Team

Use the Compare Team report to analyze key worker attributes.

From the Compare Team report:

1. Select an organization to analyze. Your security settings determine which organizations and worker information you can access.

2. Select **OK** to compare the employees' job, base pay, bonus, stock, and performance information, as shown in the image below.

Compare Team   ▪▪▪   ⁝⁝⁝   ⊟   PDF

Organization   Global Support - USA Group

Table View
25 items

	Amber Vasser	Brian Kaplan	Cory Young	Laurie Jenkins	Marcus Severino
Job					
Current Job	Training Specialist	Senior Customer Services Representative	Customer Service Representative	Senior Customer Services Representative	Customer Service Representative
Years in Current Job	5.07	11.78	10.4	13.58	9.06
Years of Service	5.7	11.78	10.39	13.57	9.05
Hire Date	12/15/2015	11/16/2009	04/04/2011	02/01/2008	08/06/2012
Base Pay					
Total Annualized Amount	$83,819.00	$77,000.00	$75,547.00	$60,200.00	$70,587.00
Market Position		Below Market	Below Market	Below Market ⋯	Below Market
Last Increase Amount	$2,834.00	$3,316.00	$2,200.00	$22,000.00	$3,680.00
Last Increase Percent	3.50%	4.50%	3.00%	57.59%	5.50%
Years Since Last Increase	1.40	1.40	1.40	4.16	1.40
Date of Last Increase	04/01/2020	04/01/2020	04/01/2020	07/01/2017	04/01/2020
Bonus					
Last Payment Amount	$1,179.00	$1,263.00	$1,363.00	$522.05	$2,382.00
Last Payment Plan	Bonus - Team Member	Bonus - Team Member	Bonus - Team Member	Bonus - Team Member	Bonus - Team Member

Access Analytics During a Process

Embedded analytics are available on configured business processes.

To access analytics during a process:

1. Initiate a transaction for a worker, such as Start Job Change or Request Compensation Change.

2. Select the **View Related Information** icon in the upper-right corner of the page, as shown in the image below.
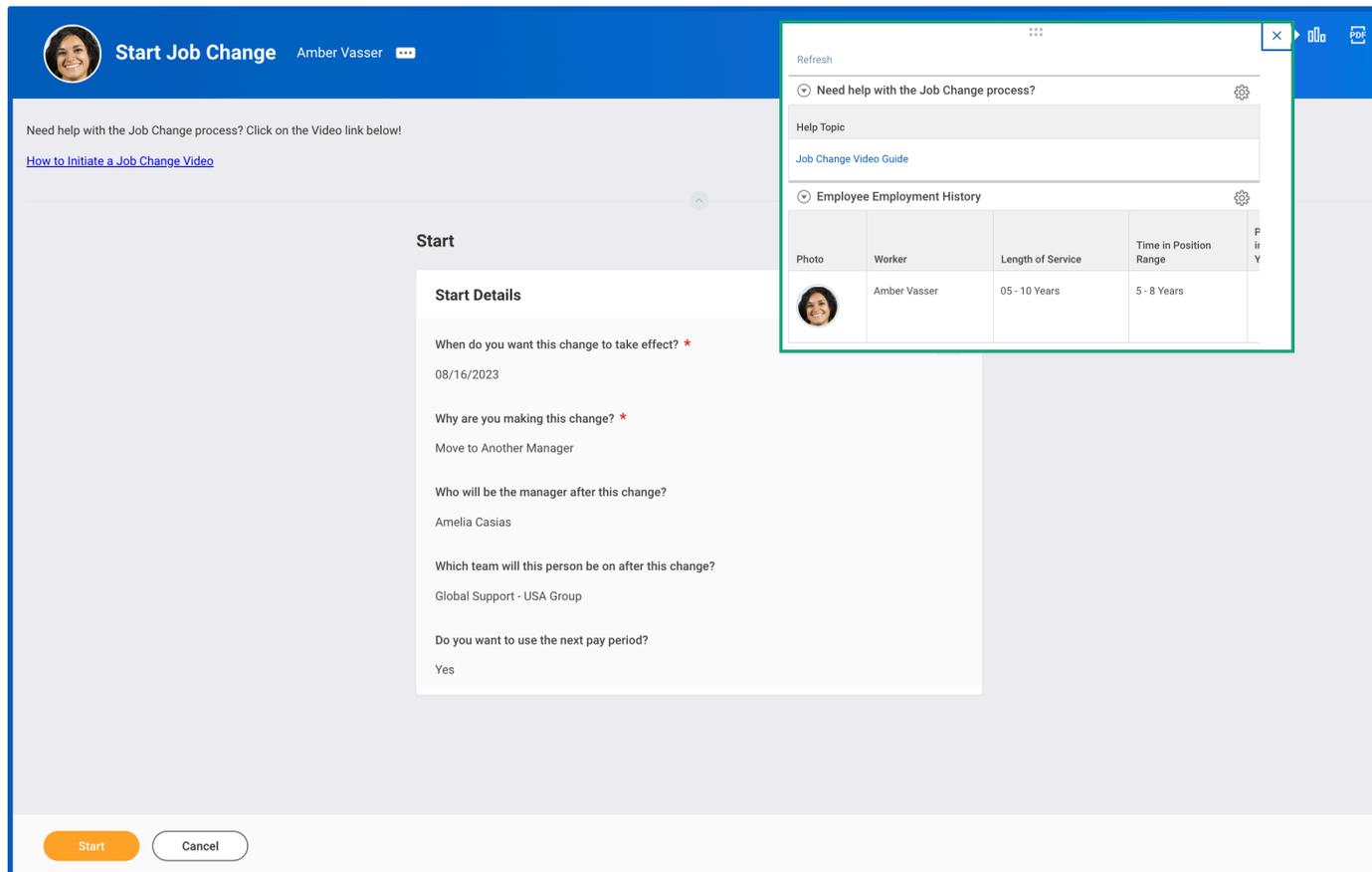
Change Business Titles

To change an employee's business title:

1. Navigate to the **Change Business Title** task.

2. In the Worker prompt, select the employee.

3. Select **OK**.

4. In the Effective Date field, enter the date you want the change to take place. The date defaults to today.

5. In the Proposed section, in the Business Title field, enter the employee's new title, as shown in the image below.
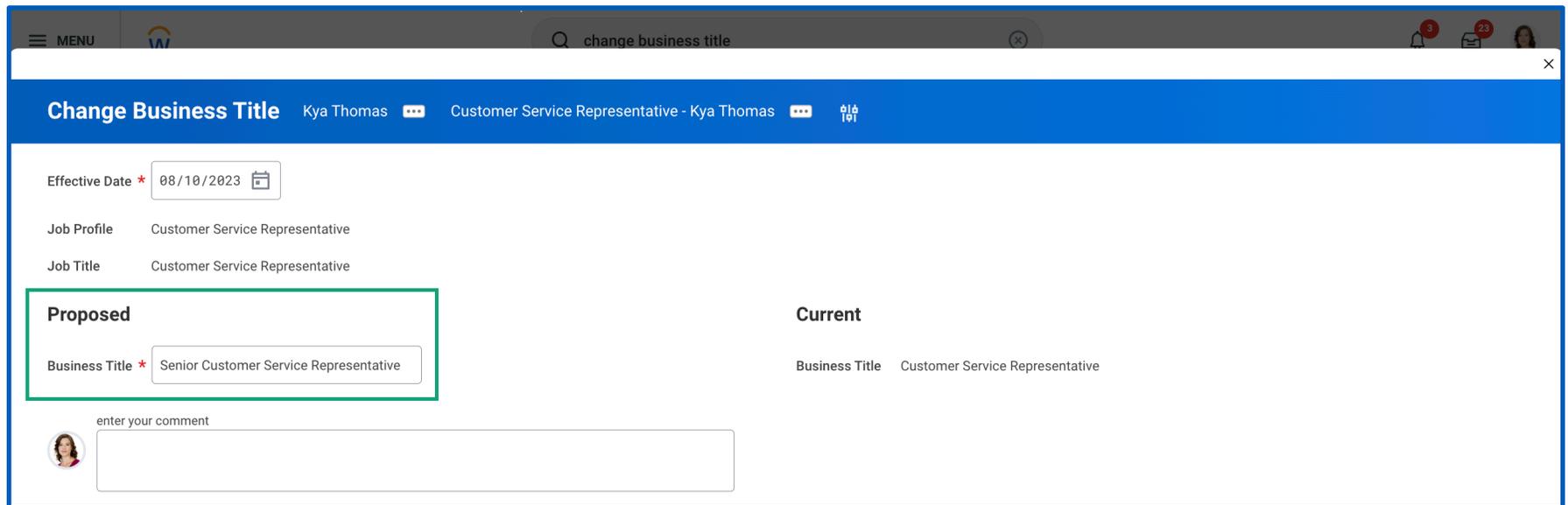
6. Select **Submit**.

7. Navigate to the employee's Worker Profile to view the title change. Additional approvals may be necessary.