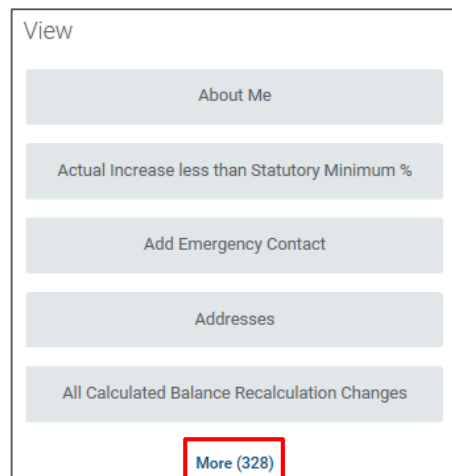
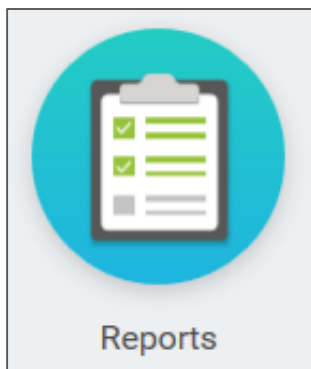


As a manager, Workday provides you with reports that afford visibility into important employee data, such as approved time off, birthdays, professional anniversaries, and time reports.

Workday offers hundreds of available reports. Not all of them will be useful for our purposes. **Note:** Managers will only see report data for their direct reports.

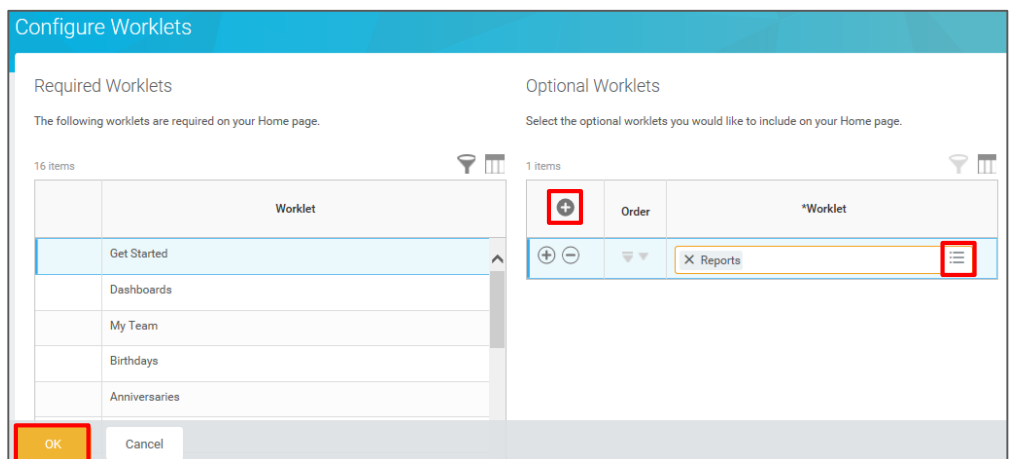
**1** Open the **Reports** Worklet and select any of the reports in the **View** column.

**2** Click **More** to view additional reports.



To add the Reports Worklet, click the **Gear** icon located in the upper right hand corner of your Home page, then click the **Plus** icon to open a field and select the worklet to be added.

Click **Ok** and **Done**.



Workday provides easy customization of your reports.

**3** Select the report and enter all required fields (\*). In this example, the report is only for one month.

Time Off Entry	Supervisory Organization	Worker	Request Type	Time Off	Type	Unit of Time	Time Off Date	Entered On	Approval Date	Approved	Denied
Q	Ops - Arbor Glen (David Bennett)	John Smith	Time Off Request	CA FT Sick - Sick Time Off (10/25) (Salary)	Sick	Hours	03/18/2016	03/28/2016	03/28/2016	8	
Q	Ops - Arbor Glen (David Bennett)	Tommy Martin	Time Off Request	Field Ops Vac - Vacation Time Off (1 Wk Starting) (10/25) (Hourly)	Vacation	Hours	03/28/2016	03/25/2016			1
Q	Ops - Arbor Glen (David Bennett)	Mary Poppins	Time Off Request	Field Ops Vac - Vacation Time Off (1 Wk Starting) (10/25) (Hourly)	Vacation	Hours	03/28/2016	03/25/2016	03/25/2016	2	
Q	Ops - Arbor Glen (David Bennett)	Cathi Jones	Time Off Request	CA FT Sick - Sick Time Off (10/25) (Hourly)	Sick	Hours	03/28/2016	03/29/2016	03/29/2016	8	

**4** Use the **Filter** to define the report criteria. Click the column to be filtered, then click the **Filter** icon to open fields to customize the report criteria.

Type	Unit of Time	Time Off Date	Entered On	Approval Date	Approved	Denied
			03/28/2016	03/28/2016	8	
			03/25/2016			1
			03/25/2016	03/25/2016	2	

Use the report icons listed here to customize the display.

- Excel** - download the report into spreadsheet format
- Printer** - download the report to print in PDF format
- Analytics** – change the report format (pie, bar, line)
- Filter** – define the report definitions/criteria
- Grid** – define which columns to display