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 your **Inbox**.
2. Click the **Archive** tab. Here you will see any business processes with which you have been involved in the last 30 days.
3. In the Process column of the Process History grid, click a link to access the details, process history, and related links of the selected business process.
COMPARE MY TEAM

Use the Compare Team report to analyze key worker attributes.
From the Compare Team report from My Teams Dashboard:

Management Reporting Dashboard
My Referrals - New
My Team Management
Onboarding Landing Page
Org Studio
1. Select **View and Compare Team** to see worker information

**My Team Management**

**Actions**
- Transfer, Promote or Change Job
- Change Location
- Business Title Change
- More (4)

**View**
- Compare Team
- Organization Directory
- My Org Chart
- More (3)
2. Click OK to compare the employees’ job, base pay, bonus, stock, and performance information.
ACCESS ANALYTICS DURING A PROCESS

Embedded analytics are available on configured business processes.

To access analytics during a process:

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

2. Click the View Related Information icon in the upper-right corner of the task or data.
CHANGE BUSINESS TITLES

From the My Team Management application:

1. Click **Business Title Change** under Actions.
2. Enter the employee’s name.
3. Click **OK**.
4. Enter the employee’s new title in the Proposed Business Title field.
5. Click **Submit**.
6. Navigate to the employee’s profile to view the title change.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at [Workday.Baltimorecity.gov](http://Workday.Baltimorecity.gov).