

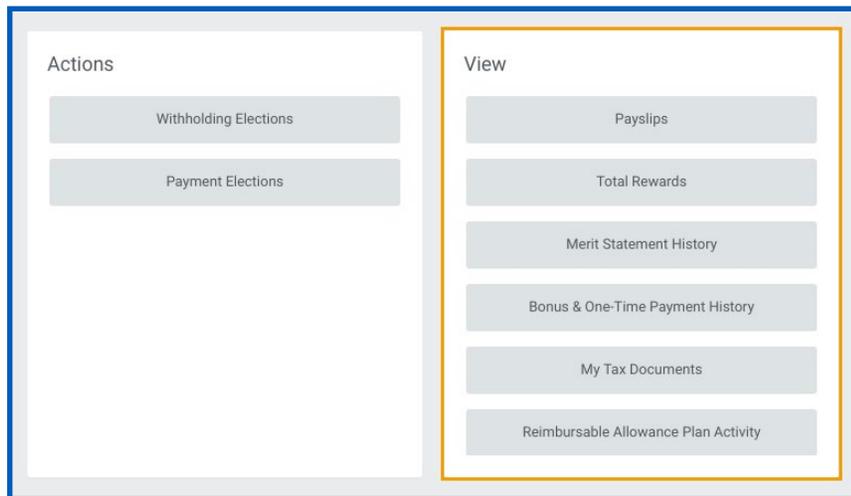
## GENERATE REPORTS

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. You can access available reports via Search or from an application.

Applications with reporting functionality list reports in the View section.

From your Home page:

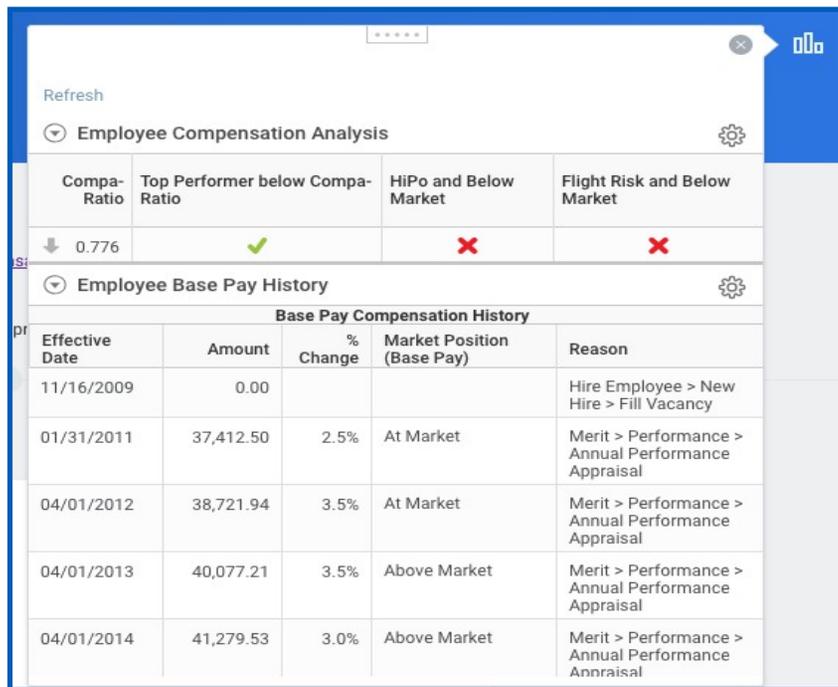
1. Navigate to the application you want to view.
2. Available reports display in the View section.



## ACCESS REPORTS WITHIN BUSINESS PROCESSES

Some business processes have embedded reports.

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 report interface with a blue header and a white body. At the top left, there is a 'Refresh' button. Below it, the report title 'Employee Compensation Analysis' is displayed with a settings gear icon. The main content area contains two tables. The first table, 'Employee Compensation Analysis', has four columns: 'Compa-Ratio', 'Top Performer below Compa-Ratio', 'HiPo and Below Market', and 'Flight Risk and Below Market'. The second table, 'Employee Base Pay History', has five columns: 'Effective Date', 'Amount', '% Change', 'Market Position (Base Pay)', and 'Reason'.

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

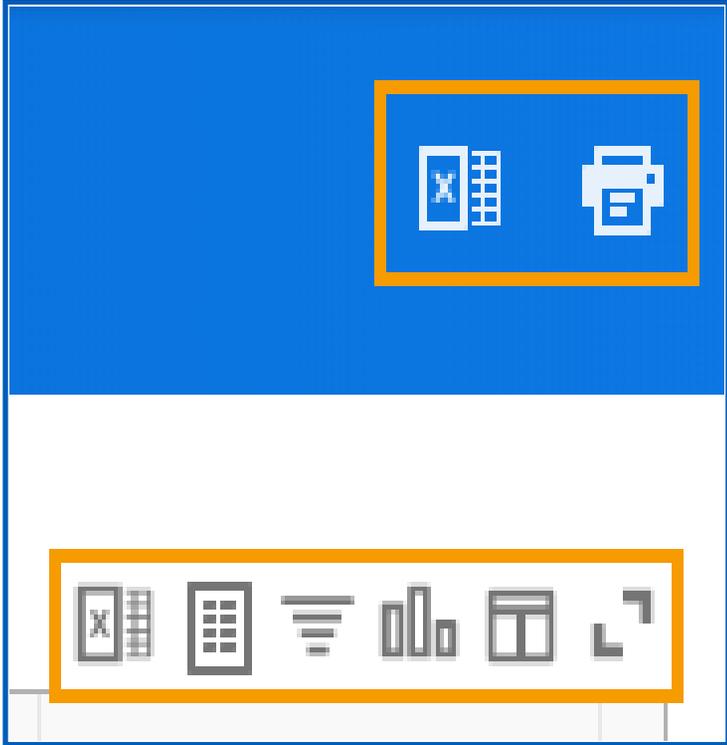
  

Effective Date	Amount	% Change	Market Position (Base Pay)	Reason
11/16/2009	0.00			Hire Employee > New Hire > Fill Vacancy
01/31/2011	37,412.50	2.5%	At Market	Merit > Performance > Annual Performance Appraisal
04/01/2012	38,721.94	3.5%	At Market	Merit > Performance > Annual Performance Appraisal
04/01/2013	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 the City's security permissions and configuration.



## FILTERING REPORT CONTENT

You can filter report content 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 column filter interface for the 'Total Base Pay' column. The interface includes a table header with columns: 'Total Base Pay', 'Primary Compensation Basis', 'Currency', and 'Fre'. Below the header, there are sorting options: 'Sort Ascending' (up arrow) and 'Sort Descending' (down arrow). The 'Filter Condition' dropdown is set to 'between'. Below this, there are two input fields: 'Value 1' with the value '50,000' and 'Value 2' with the value '75,000'. At the bottom, there is an orange 'Filter' button.

## 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](https://www.workday.com/baltimorecity).