


GETTING STARTED IN WORKDAY@OK – MANAGERS

THIS GUIDE IS FOR: MANAGERS

Managers in Workday@OK have enhanced visibility and access to complete tasks relating to direct reports. The guide below outlines the basics of getting started as a manager in Workday@OK.

To access the **Getting Started Guide for Employees**, which includes information on signing into Workday@OK and basic navigation, select this [link](#).

MY TEAM MANAGEMENT APP

Located under **View All Apps**  on the homepage, this dashboard provides quick insights into the team you lead and the tasks you will manage in Workday@OK. The dashboard features the following tasks and reports:

- **My Team:** Select the name of a member of your team to view their profile. Note: By selecting the **Related Actions** icon, you can act on a particular employee.
- **Recent Activity:** Shows status of in-progress business processes related to your direct reports; provides insight into new hire onboarding which will take place in Workday@OK.
- **My Team's Upcoming Time Off:** Consolidated view of upcoming approved time off requests.
- **My Team's Learning:** View a list of enrolled content by team member.

ADDITIONAL TOOLS FOR MANAGERS

- **Recruiting App:** Starting point for the **Create Job Requisition** task and viewing active requisitions for your team.
- **Team Performance App:** Dashboard to monitor team feedback, goals and performance management information.
- **Time and Absence App:** Dashboard to monitor your team's reported time, time off and time- and absence-related trends.
- **Inbox:** Where tasks requiring your input will reside in Workday@OK. There are two general types of tasks you will see here:
 - Review information entered by your direct reports (e.g., **Review Time Off Requests, Time Tracking, Goals**).
 - Manager steps within a broader business process (e.g., **Enter Interview Feedback, Review Offer, Review Termination**).



WHAT ELSE CAN YOU DO IN WORKDAY@OK?

Absence management

Review, approve or send back absence requests.

Goal setting

Review goals established by your team.

Compensation planning

Review pay ranges and request one-time payments for your team.

Hire and onboarding

Understand the manager role in hiring and onboarding new team members.

Job changes

Transfer employees to a new job, role or manager within the organization.

Performance management

View employee talent profiles, development items and development plans.

Recruitment process

Create job requisitions, view candidate profiles and leave feedback post interviews.

Review and approve time

Review and approve time entries, time sheets and schedules for your team.

Talent management

Review talent profiles, reviews and talent cards for your team.

Termination

Steps to complete as a manager in the termination process.

Learning

Enroll your team in new courses or approve requests for learning.