

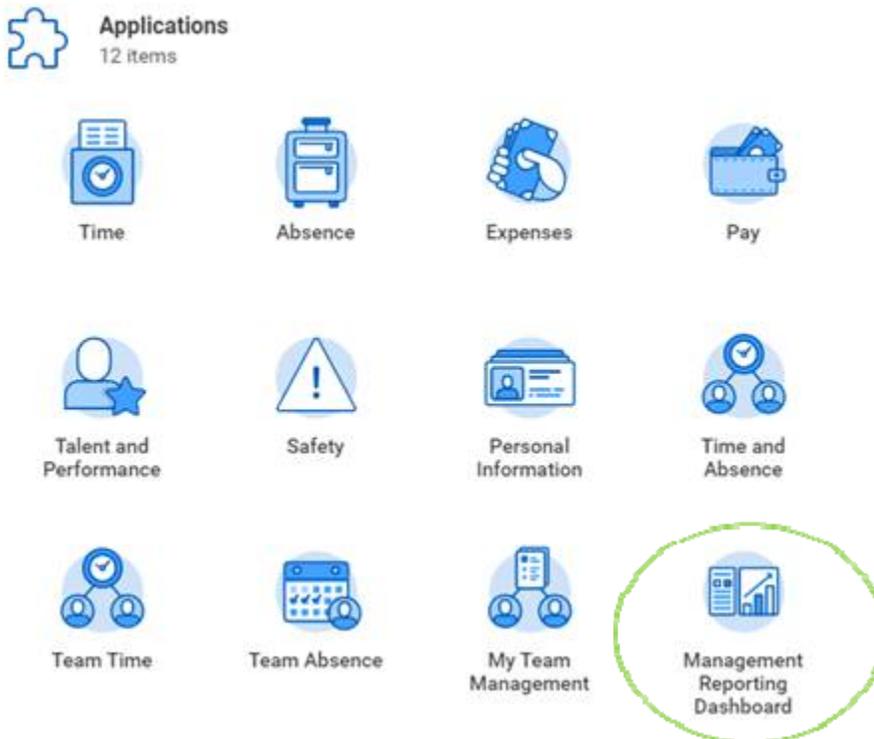
## Bramble, Tracey

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**From:** WorkDay, DOT [DOT]  
**Sent:** Tuesday, January 14, 2020 8:29 AM  
**To:** DOT-AG-SUPV-GL; DOT-Secretary1; DOT-Secretary2  
**Subject:** Workday Update – Management Dashboard

Navigating all the requirements on a manger is difficult. Workday has tools to make managing tasks on the platform a little easier.

Have you found the wealth of information located in the “Management Reporting Dashboard” from your Workday home screen? (NOTE: This may take a few seconds to load, especially the first time you access it.)



In this dashboard, managers get a “one-stop-shop” to see things like:

- Upcoming time off for direct reports
- Processes awaiting me (you need to do something)
- Outstanding actions for your direct reports (someone on your team needs to do something)

The outstanding actions for your direct reports is especially important if you’re in the hiring process. This area will show you what the system is waiting on your people to complete.

This dashboard also allows you to click “view more” at the end of any of the report options and then export that report in a variety of formats included an Excel spreadsheet that you can manipulate or a pdf document that’s easy to print.

*The Workday Team*

