PERFORMANCE ACCOUNTABILITY & FEEDBACK

Performance Accountability & Feedback – Employee Quarterly Check-in Report

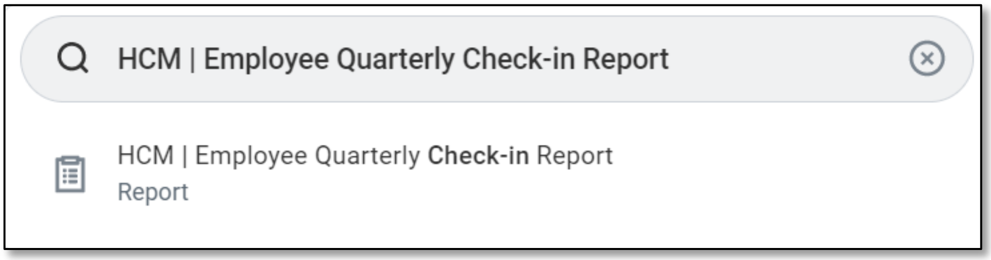
DEPARTMENT OF ADMINISTRATIVE SERVICES
CHIEF HUMAN RESOURCES OFFICE

Employees can run and download a report that will show all the details of each quarterly check-in that has been document in Workday. This document provides information on how to run the report in Workday and the information contained in the report.

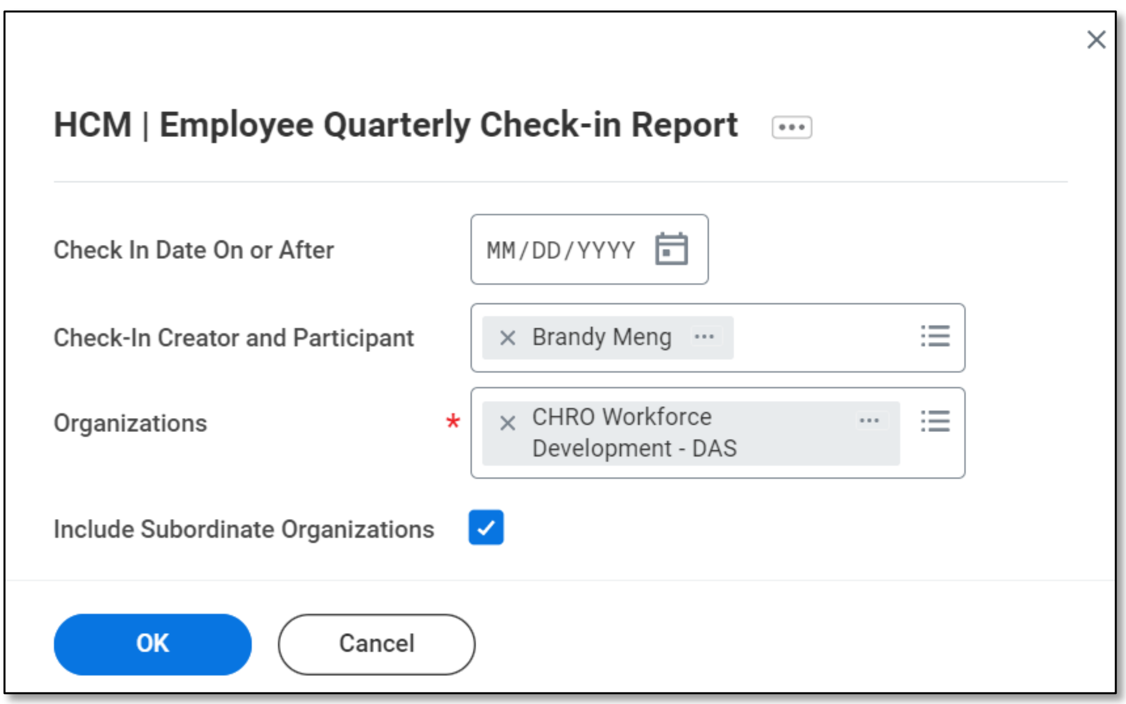
HCM Employee Quarterly Check-in Report

All employees will have access to run the ***HCM | Employee Quarterly Check-in Report***. If you or your manager had written anything in the 'My Notes' section of the check-in this report will not show those notes. You will be able to see the 'Shared Notes'.

To run the report, you will need to do the following. In the Search field type in the name of the report.



1. The 'Check In Date on or After' is an optional field, but if you only want to see check-ins for a specified timeframe enter in a date.
2. Enter your name in the 'Check-In Creator and Participant' field.
3. Enter either your managers name, your supervisory organization, or your agency name in the 'Organizations' field.
4. Make sure the 'Include Subordinate Organizations' field is checked.
5. Click 'OK' to run the report.



This section provides a description of the information contained in each column of the report.

COLUMN NAME	COLUMN DESCRIPTION
Check-in Creator	This is the name of the person who created the check-in.
Check-in Participant	This is the name of the person the check-in was conducted with.
Check-in Creation Date	This is a system generated field capturing the date the check-in was created.
Check-in Date	This is the date the check-in was conducted.
Check-in Description	All the information added to the description will be displayed in this column. If the check-in is for the yearly planning meeting, then the manager should add the performance expectations and goals in the description field.
Check-in Topic Name	The Topic Name is essentially the title for the check-in.
Check-in Topic Shared Notes	Any information added to the 'Shared Notes' field will be displayed in this column.
Last Functionally Updated	This is a system generated field capturing the date(s) and time(s) the check-in was created and edited.
Check-in Attachments	If there were any attachments added to the check-in the name of the attachment will be displayed in this column.