

How Workday will Affect Managers



No More Paper Transactions

- Perform same duties as today without paper or shadow systems
- Delegate tasks ahead of time before planned absences
- Quickly approve processes that used to take weeks



Manager Self-Service

- Approve time off requests
- Create requisitions for newly created positions
- Receive notifications and approve employee personnel actions



Centralized Team View

- Take actions on entire team right from the Home Page
- View team within a standardized supervisory structure
- View history of team and positions all in one place



Comprehensive Reporting

- Access to multiple sources of data based on security
- Ability to leverage delivered and custom reports
- Easily share reports with other departments or upper level management



WORKDAY
PROJECT

IN PARTNERSHIP
IBM workday