

WORKDAY GUIDE FOR MANAGERS

Managers or supervisors of UCF employees will have additional navigational features and functionality within Workday. Some of these features may be accessed using the Workday navigation bar or available on your Workday home page.

GETTING STARTED AS A UCF MANAGER

- [Video: Getting Started for Managers](#)
- [Job Aid: Additional Navigation for Managers](#)

NAVIGATING WORKDAY MY TASKS

Similar to an Outlook email inbox, the Workday My Tasks allows employees to take action on in-progress tasks (i.e., completing an expense report, approving time for direct reports, etc.).

- [Video: Navigate Workday "My Tasks" Inbox](#)
- [Job Aid: View and Filter My Inbox \(My Tasks\)](#)



MANAGING YOUR TEAM'S TIME OFF/TIME WORKED

Faculty who oversee UCF employees (i.e., graduate assistants, other faculty, OPS-student workers, etc.) are "managers," and are responsible for reviewing and approving time tracked (entered time) and requested time off as submitted by their direct reports in Workday.

***Note:** "Timekeepers" are designated HR individuals within colleges and HRBCs that are available to assist managers in reviewing and correcting time as needed. **Please contact your HRBC for the name of your college/division's timekeeper.**

- [Job Aid: Manage your Team's Time Worked \(Hourly Employees\)](#)
- [Job Aid: Manage your Team's Time Off \(Salaried Employees\)](#)
- [Job Aid: Mass Approve Time](#)



Time and Absence

STEP 1: ENROLL & COMPLETE
[WORKDAY FOR MANAGERS COURSE](#)

STEP 2: REVIEW AVAILABLE
KNOWLEDGE ARTICLES IN
[WORKDAY HELP](#)

STEP 3: LEARN YOUR [BUSINESS CENTER FOR SUPPORT](#)

**Workday
Tip**

What is a Timekeeper?

Timekeepers are designated HR individuals within colleges and HR business centers who are able to assist managers in reviewing and correcting time as needed. However, only a manager can approve any time requests, time entries or time corrections.

View our ["What is a Timekeeper" FAQ Sheet](#) for more information. For questions regarding who the timekeeper(s) are in your college/department, please contact your HR Business Center directly.

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Additional Common Tasks for Managers in Workday

ACCESS DASHBOARDS

Dashboards are preconfigured pages that consolidate key management information and actionable items in one location. Managers can access and configure the Dashboard application for quick access to related tasks and reports.

- [Job Aid: Access & Configure Dashboards for Managers](#)

REPORTS IN WORKDAY

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. Please note that access to specific reports is contingent based on system security requirements.

- [Available Reporting Job Aids](#)
- [Common Financial Reports](#)
- [Common Workstudy Reports](#)



Use the App!

Most Workday tasks can be completed in the Workday Mobile App.

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