



Who is a manager?

Managers are employees that have one or more direct reports and will be automatically assigned the Manager security role in Workday.

Reviewing and Approving Business Processes

In Workday, managers will take an active role in managing direct reports. The manager role includes reviewing and approving business processes in Workday, such as:



Reviewing and approving time and absence



Hiring staff and students



Conducting performance reviews



Approving Spend Authorizations



Approving Expense Reports



Creating positions

Viewing Your Team



With an interactive organizational chart, you can view your direct reports - also known as your supervisory organization.



Managers will receive a notification in Workday when a process related to your direct report is complete.

Workday On-the-Go



Workday makes it easy for managers to review and approve multiple submissions at once.



Initiate and approve most tasks on-the-go with the Workday Mobile App.