



# The Top 5 Things Managers Need To Do In Workday

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# Agenda

- Workday Overview and Resources
- The Top 5 Things Managers Need To Do In Workday
  - Onboarding
  - Time
  - Absence
  - Learning
  - Performance
- Demonstrations in Workday



# Workday Resources

- [What is Workday?](#)
- [What Workday Means for You](#)
- [Get to Know Workday](#)
- [Workday Terminology and Crosswalk](#)
- [Workday Training](#)
- [ATP Touchpoints Newsletter](#)



# Workday Fundamentals

- [Supervisory Organizations](#)
  - Basic building blocks of personnel structure.
  - Groups workers into hierarchy based on reporting relationships.
  - Format: Sup Org Code + Sup Org Name
    - UWLAC | HR | Human Resources
- [Security Roles](#)
  - Assigned to positions.
  - Determines data and report access.
  - Determines which positions can initiate and approve actions.



# Questions?



# Onboarding

## Manager Responsibilities in Workday

- Complete Onboarding Setup task
- Send Onboarding Dashboard to employee
- Monitor employee's onboarding task completion

## Onboarding Best Practices

- Welcoming atmosphere
- Relationship building
- Job resources
- Clear tasks and assignments



# More About Workday Onboarding

Take a deeper dive into this topic by exploring the ATP resources listed below.

- [What's Changing for Managers: Onboarding](#)
- [Onboarding Dashboard Overview & Demo](#) video



# Time

- Hourly employees must
  - Accurately record hours worked.
  - Complete and submit timesheets in a timely manner.
- Managers must
  - Ensure employees record and submit accurate timesheets.
  - Review and approve employee timesheets in a timely manner.





# Time

- How to Review and Approve a Timesheet in Workday.
  - Go to:
    - Time and Scheduling Hub
    - Your My Tasks inbox
    - Awaiting Your Action tile
  - Edit and Approve Time action
    - Review the timesheet. Is it accurate? Do the hours worked make sense?
  - Take action
    - Approve
    - Send Back
    - Deny



# More About Workday Time

Take a deeper dive into this topic by exploring the ATP resources listed below.

- [What's Changing: Time & Absence](#) summary
- [What's Changing: Time & Absence](#) video
- [Time & Absence Q&A](#)



# Absence

## How to Approve Absence Requests in Workday

- Employee submits time off request in Workday.
- Manager reviews and approves request.
  - Awaiting My Action tile OR
  - My Tasks inbox OR
  - Time and Scheduling Hub app



# More About Workday Absences

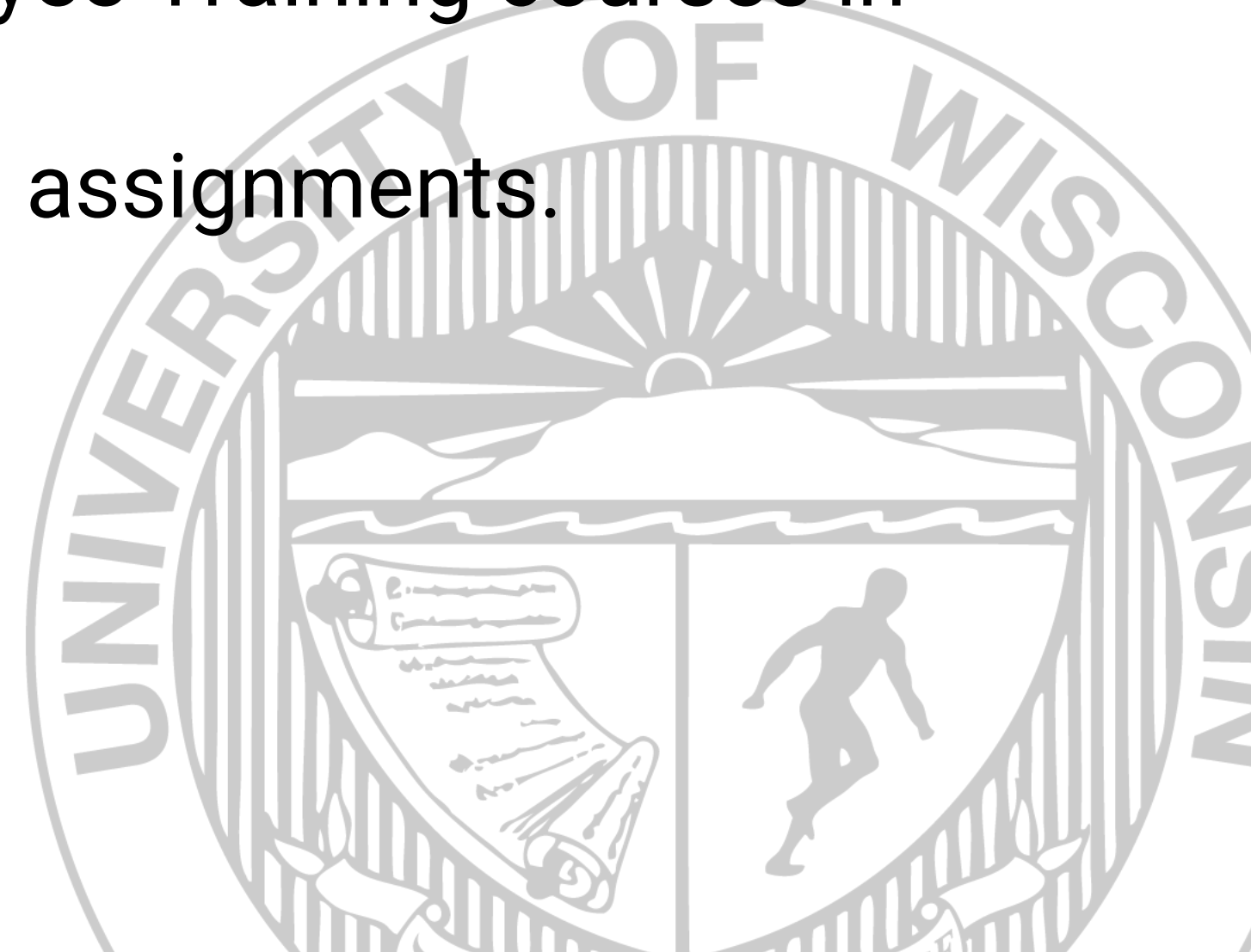
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# Learning

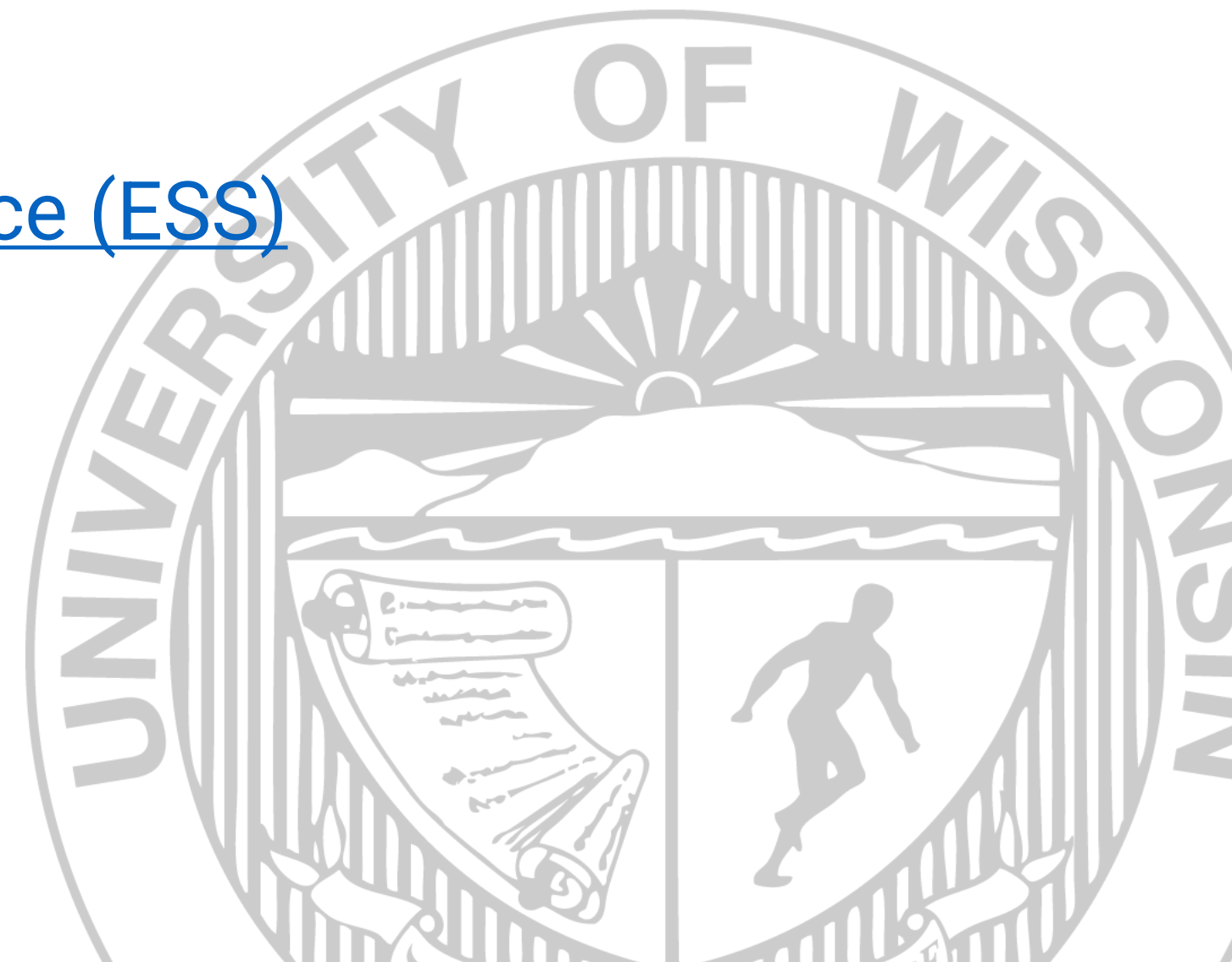
- Managers are responsible for
  - Ensuring employees complete Mandatory Employee Training courses in a timely manner.
  - Assigning training and development courses and assignments.



# More About Workday Learning

Take a deeper dive into this topic by exploring the ATP resources listed below.

- [What's Changing With Workday: Employee Self-Service \(ESS\)](#)
- [Introduction to Workday & Demo](#) video



# Performance Management

- Performance Improvement Plans (PIP)
- Annual Performance Review

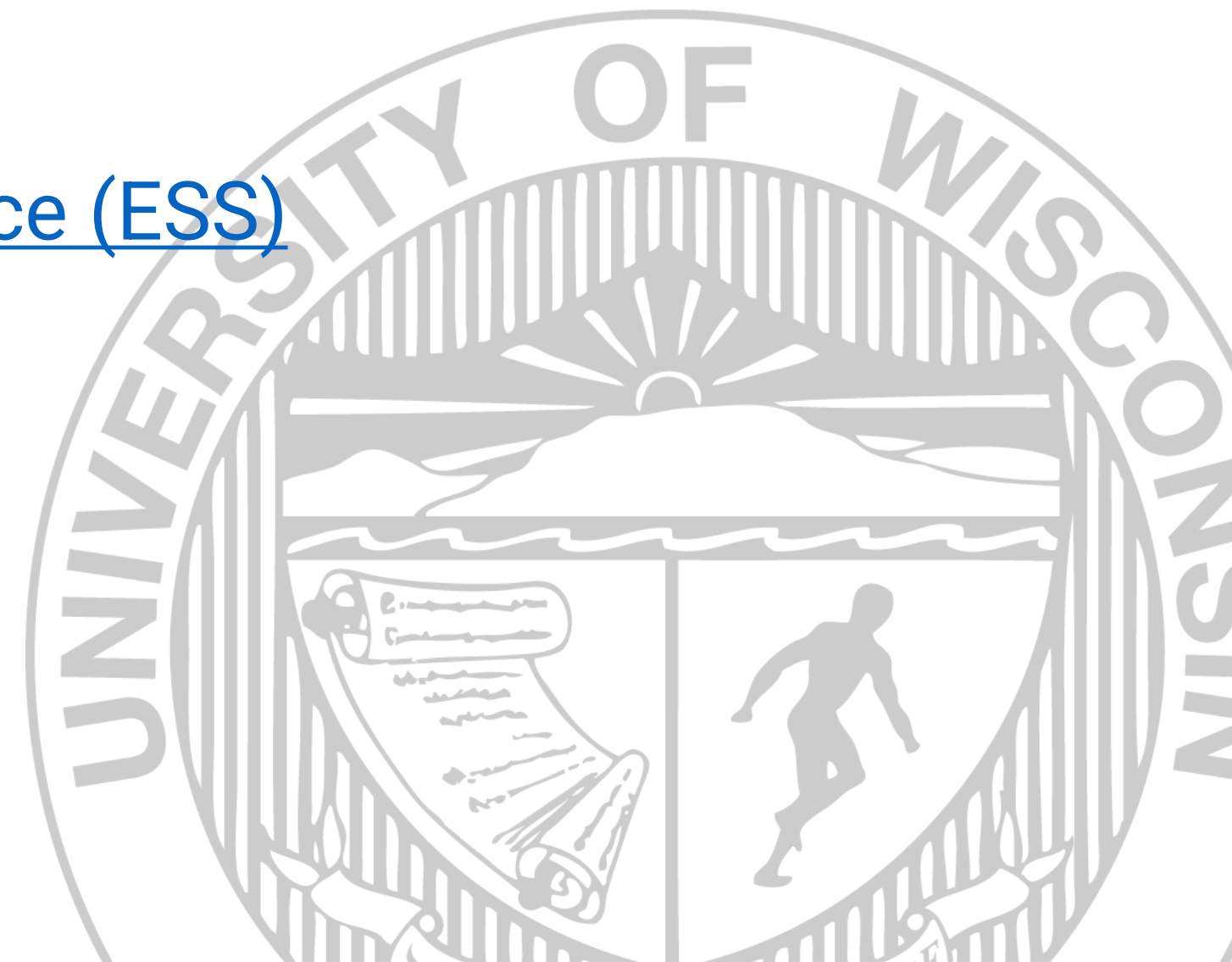




# More About Workday Performance Management

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# Demonstrations



# Workday Home Page Demonstration

- Home Page Features and Navigation
  - Tiles
  - Worker Profile
  - Inbox
  - Notifications
  - Workday Assistant
  - Search Bar
  - Apps



# Manager Action Demonstrations

- The Top 5 Things Managers Need To Do In Workday
  - Onboarding
  - Learning
  - Performance
  - Time
  - Absence



# Questions?



# How to Get Help with Workday

- Step 1: Use your resources
  - [ATP website](#)
- Step 2: Contact UWL HR Team
  - [hrinfo@uwlax.edu](mailto:hrinfo@uwlax.edu)







**UWE**

**Thank you!**