Workday Concept: Manager Self Service

Who is considered a Manager in Workday?

Anyone who has employees reporting to them will have the Workday role of "Manager", which grants a certain level of access.

What can a Manager view and do in the system?

Manager Self Service provides supervisors with job, position, and compensation information for their direct reports, including access to numerous built-in reports to support HR-related analytics and decisions. Managers will not be able to view particular employee data such as direct deposit information and benefits enrollment/pension/retirement information.

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Manager Self Service tasks are accessible through Workday's "My Team" landing page