Getting Started: My Team and Account Preferences

Manager

View Team

1. Workday has many available worklets specifically for Managers.

2. One example, the “My Team” worklet, allows you to view information about the employees on your team. You can also access this information by clicking on your name and then “View Profile”.
3. Each of the following worklets contain actions and views related to a functional area. Some of the more prominent worklets are:

<table>
<thead>
<tr>
<th>Worklet</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Team</td>
<td>View your direct reports and their employment information. Select buttons for manager actions and views. You can also transfer a direct report, promote them, or change their job.</td>
</tr>
<tr>
<td>Compensation</td>
<td>Compare a direct report’s pay and salary range to others on the team. Use this worklet for your team to request one-time payments, compensation changes, and view their compensation history.</td>
</tr>
<tr>
<td>Spend Management</td>
<td>View your team’s total spending and its details. Also view team members’ expense reports.</td>
</tr>
<tr>
<td>Team Time Off</td>
<td>Manage your direct report’s time off requests including correcting time off and placing employees on leave. From this worklet, you can view and approve time off balances.</td>
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</tbody>
</table>
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Changing Workday Account Preferences

1. Search for “cha pre”.

![Search preferences](image)

- Change Preferences - Task
- Change My Preferred Name - Task

2. Change preferences as required.

![Preference settings](image)
3. Set up E-mail notification delivery options by scrolling to the bottom of the page.