## Workday for Managers

### What will managers do in Workday?

#### 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.

#### Receiving Notifications
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.

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