**Academic Reporting for Departments**The following is a list of Workday reports recommended for those working in academic units. These should be run at regular intervals in order to insure the data in Workday is accurate. More information about reports is available on the [Workday @Yale Training site](http://workday.training.yale.edu/).

**Academic QA - Expired Current Appointments – Yale
*Description***: Lists Academic Appointees who have a current appointment with an End Date in the range specified.
***Use:*** Run this report to determine which faculty should be terminated or reappointed.
***Frequency*:** Quarterly
***Field Prompts****: ‘*Appointment Expires on or After’ and ‘Appointment Expires On or Before’ set the range for which appointments will show on the report. A very early date such as "01/01/1900" can be used if you would like to not limit the beginning of the range.
***Corrections which may be needed****:* Faculty on this list will need to be reappointed or terminated. In the case of secondary appointments, reappoint (update) or end appointment.
 **Academic Informational Extract with Primary Appointment – Yale
*Description***: Also referred to as the “Kitchen Sink Report.” Provides most of the details available in Workday on the employee record. It can be run for a group of individuals or a single individual.
***Use****:* Good report for checking compensation information such as the appointment dates and disbursement plan to insure that they align and that the compensation is correct for the time period.
***Frequency*:** Monthly, at the beginning of the month
***Field Prompts****:* No parameters are necessary if you would like all academic appointees in your unit, or you can enter the name of an “Appointee” if you wish to run it for a single individual.
***Corrections which may be needed****:* Disbursement Plan Periods, compensation and other details can be corrected as necessary.

**Academic - Degrees – Yale
*Description***: Lists education information. Especially important for ladder faculty.
***Use*:** this to check that the education information has been entered for your faculty.
***Frequency*:** Every 2 months
***Field Prompts****:* No parameters are necessary, though you can narrow the search down by any of the parameters you would like.
***Corrections which may be needed****:* Education information should be entered if it has not been or corrected if it is not correct.

**Employees on Leave - Yale**

This report shows the employees on leave for a certain date range between which the first day of leave begins. Use this to validate that the people who are on leave have been entered into the system correctly and the ones who are not on leave are not showing.
*Suggested run frequency*– Start of each semester
*Report Parameters – Organizations – Select the organization(s) you wish to report on.* Start Date/End Date - This is the range that the FIRST day of leave falls within. If the Include Pending Events box is checked all pending requests will be included. If the ‘Include Employees Returned from Leave” is checked, leave requests where the first and last day of leave are within the date range will be included.
*Corrections which may be needed -* If someone decided not to take a leave after it was entered it will need to be removed. If a leave wasn't entered and someone is taking one, it will need to be entered.

**My Business Processes in Flight - Yale**

This report shows the employees on leave for a certain date range between which the first day of leave begins. Use this to validate that the people who are on leave have been entered into the system correctly and the ones who are not on leave are not showing.