# NAVIGATING WORKDAY ACADEMIC REPORTS



March 2022

### Navigating Workday Academic Reports

Workday-delivered profile reports

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- Worker profile Job History
- □ Yale Custom Reports
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# Workday delivered profile reports



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Chil	d Study Center 🚥											PDF
Type Subty	Academic Unit De Department	Part Of Office of the Presid	lent >> Chi	ild Study Center			Search prefix: au = Academic auh = Academic	Unit c Unit	: Hierarc	hy		
Ov	erview Academic App	ointments Named Pro	fessorships	ŝ			Example: au: cł	nild st	udy			
Cu	rrent Future											
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494	l items								×	= 00o 🗔 .	י 🎟 🖽	8
A	cademic Appointee	Academic Rank	Appointm	Identifier	Track Type	Academic Unit	Title	Roster %	Track Start	Appointme	nt Start	Î
A	arestrup, Benedicte	Clinical Instructor (Social Work)	Q	P - Primary	Non Ladder - Teaching >> Other Instructional Ranks - Medicine	Child Study Center	Clinical Instructor (Social Work) in the Child Study Center	0.00%	07/01/2018	07/01/202	1	
A	bdallah, Sarah	Clinical Fellow	Q	P - Primary	Training >> Training	Child Study Center	Clinical Fellow in the Child Study Center	0.00%	06/15/2020	07/01/202	1	
А	byzov, Alexej (Affiliate)	Assistant Professor Adjunct	٩	P - Primary	Non Ladder - Teaching >> Adjunct	Child Study Center	Assistant Professor Adjunct	0.00%	07/01/2016	07/01/201	9	$\overline{\mathbf{w}}$



# Yale Custom Reports



## Yale Custom Reports



- Workday Home page contains link to Yale Custom Reports
- Search Bar can also be used to find a specific report
- Report Prompts and Filters
- □ Exporting Results to Excel
- Saving Reports to Favorites worklet

#### Academic Reports 🚥

65 items

Report	Report Description	Fields	Sharing Option	Security Groups permitted to View Report	Repo
	Date, the individual is not determined to have left the Ladder Track. - To see all appointments within the Track, uncheck the "Only Show Appt(s) At the Time of Departure?" box				
Academic - Named Professorships - Yale	Lists those that have been appointed to Named Professorships fo a given Academic Unit (optional prompt). Sorted by Academic Unit, Rank, then Appointee.	<ul> <li>Academic Appointee</li> <li>Academic Appointment End Date</li> <li>Academic Appointment Start Date</li> <li>Academic Rank</li> <li>Academic Unit</li> <li>More (9)</li> </ul>	Specific authorized groups	Academic Business Partner Appointment & Promotions Specialist Faculty Affairs Coordinator (Academic) HCM Report Developer (Technical) HCM View-Only Academic More (8)	Aca
Academic - New Faculty - Yale	This report lists Faculty or Other Academics that are "new" based on the Hire or Continuous Service Date. Information for the primary appointment is displayed. The report is initially sorted by Academi Unit and then Appointee.	<ul> <li>Academic Appointee</li> <li>Academic Appointment End Date</li> <li>Academic Appointment Reason (Simple)</li> <li>Academic Appointment Start Date</li> <li>Academic Rank</li> <li>More (14)</li> </ul>	Specific authorized groups	Academic Administrator Academic Business Partner Appointment & Promotions Specialist Faculty Affairs Coordinator (Academic) HCM Report Developer (Technical) More (9)	Acad
Academic - Non-Ladder Faculty Leaves By Term - Yale	This report provides a panoramic view of non-ladder faculty leaves over an eight-year period: the past seven years plus one future yea	<ul> <li>Academic Appointee</li> <li>Academic Appointments</li> <li>Academic Rank</li> <li>Academic Track Type</li> <li>Appointment Identifier Type</li> <li>More (18)</li> </ul>	Specific authorized groups	Academic Business Partner Academic HR Support Specialist Appointment & Promotions Specialist Business Partner Faculty Affairs Coordinator (Academic) More (12)	Acad Acad Time Worl
Academic - Non-Ladder Faculty Review - Yale	This report is intended to provide the Review Status of multi-year, non-ladder faculty and provides the deadline for the review.	<ul> <li>Academic Appointment End Date</li> <li>Academic Appointment Start Date</li> <li>Academic Rank</li> <li>Academic Unit</li> <li>Academic Unit for Primary Academic Appointment More (11)</li> </ul>	Specific authorized groups	Academic Administrator Academic Business Partner Appointment & Promotions Specialist Faculty Affairs Coordinator (Academic) HCM Report Developer (Technical) More (4)	Acad
Academic - Position and Rank Differ - Yale	This report lists those Academic Appointee having a Job Profile that is different from the Academic Rank (on the current primary appointment). The appointment information displayed is for the current primary appointment. The results are initially sorted by Academic Unit (of the primary appointment), then the Academic Appointee's last name.	<ul> <li>Academic Appointee</li> <li>Academic Appointment</li> <li>Academic Appointment Academic Unit</li> <li>Academic Appointment End Date</li> <li>Academic Appointment Start Date</li> <li>More (10)</li> </ul>	Specific authorized groups	Academic Business Partner Appointment & Promotions Specialist Faculty Affairs Coordinator (Academic) HCM Report Developer (Technical) HCM View-Only Academic More (8)	Acad Qual
Academic - Tenure Track Faculty - Yale	Report returns the quantity of academics on the tenure track, and within the track the quantity of academics who are tenured.	• Has Tenure	All authorized users		Aca
Academic - Terminated Employees with Appointments - Yale	Academic Appointees that have been terminated should no longer have active appointments. This report will list those Academic Appointees that have a termination date set, but have either currer or future appointments where the appointment end date needs to e updated to reflect the departure. Appointment end dates need to b updated if they are either blank or beyond the termination date.	<ul> <li>Academic Appointee</li> <li>Academic Appointment End Date</li> <li>Academic Appointment Start Date</li> <li>Academic Rank</li> <li>Academic Track Type</li> </ul>	Specific authorized groups	Academic Administrator Academic Business Partner Appointment & Promotions Specialist Faculty Affairs Coordinator (Academic) HCM Report Developer (Technical)	Acad

### **Report Prompts**

Yale Q expiring	×	
Academic - Expiring	Appointments - Yale	
Instructions View Academic Appo Displays Academic U Sorted by Academic	intments expiring within a given date range [ Default: today through the end of the next calendar month ]. nit, Appointee, Tenure Status, Track, and Rank. Report includes Academic Affiliates. Jnit, Track Type, Rank, then Academic Appointee.	
Academic Structure Node		
Academic Unit	:=	
Academic Track Type Category	:=	
Academic Rank	:=	
Appointment Type	:=	
Appointment Expires On or After *	03/25/2021	
Appointment Expires On or Before *	04/30/2021 🖻	
Filter Name Manage Filters 0 Saved Filters		
OK Cancel		

- Date prompts are as of today's date
- Leaving prompts blank returns results based on Workday role security

Create and save a *Filter* for frequently used report prompt settings

### **Report Prompts**

Je Yale	Q emp demog	×			æ	P	0
Employm	ent Demographics as of Date - Ya	ale					
Instructions	Enter the date in the Effective as of Date prom for a particular organization. Make sure to sel employees as of the effective date. NOTE: Filtering the report results on the colun produce the active headcount for the effective	npt for which yo lect "Return Act nn "Active Statu e as of date ent	ou would like to v ive Workers Only is as of Effective ered in the prom	view demo y" to return e as of Da npt.	ographic n a list of te?" (Yes	information factive ) will	on
Effective as o	of Date	MM/DD/YYYY	′ 🖬				
Return ONLY	Workers Belonging to Orgs:				∷≡		
Return Worke	ers Belonging to Orgs AND any Subordinates:				∷≡		
Return Active	e Workers Only						
Worker Type					∷≡		
Employee Ty	De				∷≡		
Contingent W	/orker Type				∷≡		
Job Category	1				∷≡		
Filter Nai Manage F 0 Saved F	me Filters Save						
ок	Cancel						

- *Effective as of Date* prompt enables capturing results from a different timeframe
- If running for a date in the past, use the *Return Active Workers* only check box to include (leave unchecked) or exclude (check box) Workers who are now terminated

# Overview of top academic reports



### **Top Workday Academic Reports - Operational**

FREQUENCY	REPORT NAME	WHO SHOULD RUN
Monthly	My Business Processes in Flight - Yale	Any initiator
Monthly	Payroll Results Comparison – Yale	Business Partner
Monthly	Academic – Expiring Current Appointments - Yale	A&P Specialist
At least quarterly	Academic – Compensation Details – Yale	Business Partner
At least quarterly	Academic QA – Expired Current Appointments – Yale	A&P Specialist
Bi-annually, Each Term	Academic – Degrees – Yale	A&P Specialist
Bi-annually, Each Term	Contingent Workers with Expiring Contracts - Yale	Business Partner or A&P Specialist
Annually, in Spring	Academic – Employees on Leave, by academic Unit - Yale	A&P Specialist
Annually, in Spring	Academic – Ladder Faculty Review - Yale	A&P Specialist
Annually, in Spring	Academic – Non-Ladder Faculty Review – Yale	A&P Specialist
Annually	Supervisory Organization Details – Yale	Business Partner or A&P Specialist

### **Top Workday Academic Reports - Informational**

FREQUENCY	REPORT NAME	WHO SHOULD RUN
Ad hoc – as needed	Academic – View Current Appointments - Yale	A&P Specialist
Ad hoc – as needed	Academic – Individual Primary or FJ Appointment History - Yale	A&P Specialist
Ad hoc – as needed	Academic - Appointee Informational Extract - Yale Academic - Informational Extract with All Current Appointments – Yale Academic - Informational Extract with Primary Appointment – Yale Employment Demographics – Yale Employment Demographics as of Date - Yale	Business Partner or A&P Specialist
Ad hoc – as needed	Academic - Ladder Faculty - By Gender - Yale Academic - Ladder Faculty - By Race/Ethnicity — Yale	Business Partner or A&P Specialist

# **Scheduling reports**



# Scheduling a Report

Q sched a repo	×
a Report	
*	:=
* Run Now	v
Cancel	
	Q sched a repo

- Select the Report Name
- Specify the Report Run
   Frequency



\*

#### Schedule a Report 🛛 👯

quest Name * Postdoc - Expiring Appointments - Yale	Report Criteria - t	he report prompts on a report run in re	al time
port Name Academic - Expiring Appointments - Yale			
n Frequency Monthly Recurrence	Date prompts - se	et to Value Type = Determine at Run Tim	າຍ
Report Criteria Schedule Output Share			
7 items			
Field	Value Type	Value	
Academic Structure Node	Specify Value		:=
Cademic Unit	Specify Value	× Child Study Center ····	:=
Academic Track Type Category	Specify Value	X Training	(III)
Cademic Rank	Specify Value		
Appointment Type	Specify Value	× Primary	:=
Appointment Expires On or After	Specify Value		
Appointment Expires On or Before	Specify Value		
4	<u> </u>		1

ОК

Cancel

## Scheduling a Report

Yale Q sched a repor	×
Schedule a Report 🙀	
Request Name <ul> <li>Postdoc - Expiring Appointments - Yale</li> <li>Report Name</li> <li>Academic - Expiring Appointments - Yale</li> <li>Run Frequency</li> <li>Monthly Recurrence</li> </ul>	
Report Criteria Schedule Output Share	
Priority × Normal :=	
Monthly Recurrence Criteria  * • Every Month Month(s)	Ξ
Recurrence Type     *     Day(s) of the Month       Orage     Day of the Week	:=
Start Time *	
Time Zone * GMT-05:00 Eastern Time (New :=	
Catch Up Behavior * X Run Once	
Range of Recurrence	
Start Date * MM/DD/YYYY = End Date * MM/DD/YYYY =	
ОК Cancel	

- Schedule Recurrence screen will vary based on selected schedule frequency (e.g., Daily, Weekly, Monthly, etc)
- Select a *Run Time* that does not interfere with peak Workday usage (e.g., not during regular business hours 3:00 pm)
- You cannot schedule a process to run more than 5 times after the end of the next calendar year

# Scheduling a Report

Yale Q sched a repor ×
Schedule a Report 🙀
Request Name <ul> <li>Postdoc - Expiring Appointments - Yale</li> <li>Report Name</li> <li>Academic - Expiring Appointments - Yale</li> <li>Run Frequency</li> <li>Monthly Recurrence</li> </ul>
Report Criteria Schedule Output Share
Priority × Normal :=
Monthly Recurrence Criteria  * • Every Month
<ul> <li>Month(s) :≡</li> <li>Recurrence Type ★ Day(s) of the Month :≡</li> <li>Day of the Week :≡</li> </ul>
Start Time *
Time Zone * X GMT-05:00 Eastern Time (New )
Catch Up Behavior * 🛛 🗙 Run Once
Range of Recurrence
Start Date *
End Date * MM/DD/YYYY
OK Cancel

- Schedule Recurrence screen will vary based on selected schedule frequency (e.g., Daily, Weekly, Monthly, etc)
- Select a Run Time that does not interfere with peak Workday usage (e.g., not during regular business hours 3:00 pm)
- You cannot schedule a process to run more than 5 times after the end of the next calendar year.

# **Scheduled Report Results**

Yale Q Search		88	<u>@</u>	🔮 🔿			
Notifications			]				
Viewing: All  Viewing: All  Viewing: All  Viewing: Sort By: Newest  Viewing: All  View	Document Available 3 hour(s) ago Postdoc - Expiring Appointments in Two Months - Yale 2021-03-25 12_27 EDT.xlsx is now available in My Reports		XIII				
2021-03-25 12_27 EDT.xlsx is now available in My Reports 3 hour(s) ago	Details Postdoc - Expiring Appointments in Two Months - Yale 2021-03-25 12_27 EDT.xlsx				P	<b>P</b>	0
		REAL	0	On behalf o View Profile	of: Oddb	ody, Clar	rence
Access comple	ted reports via		ណ៍	Home			
1) Notifications	s; or		8	My Account			>
2) My Reports	from Photo/Cloud icon		N C	My Reports			
				Help			Z
				Sig	gn Out		

# Addendum – Report Prompts



# Workday Academic Reporting

Frequency	Report Name	Who should run
Monthly, or as needed	My Business Processes in Flight – Yale	Any initiator
Monthly	Payroll Results Comparison – Yale	Business Partner (BP)
Monthly	Academic - Expiring Appointments – Yale	A&P Specialist
Bi-annually, Each term	Academic - Compensation Details – Yale	Business Partner
Bi-annually, Each term	Academic QA - Expired Current Appointments – Yale	A&P Specialist
Bi-annually, Each term	Academic QA - Missing Degrees - Yale	A&P Specialist
Bi-annually, Each term	Contingent Workers with Expiring Contracts - Yale	Business Partner
Annually, in Spring	Academic - Employees on Leave, by Academic Unit	Academic HR Support Specialist (AHRSS)
Annually, in Spring	Academic - Ladder Faculty Review – Yale	A&P Specialist
Annually, in Spring	Academic - Non-Ladder Faculty Review – Yale	A&P Specialist
Annually	Supervisory Organization Details - Yale	BP or AHRSS

My Bı	isiness Proc	esses in Flig	ght – Yale				
Frequency Run by: <i>Ar</i>	r: Monthly, or as nee nyone who initiates	eded transactions					
Provides t	he status of transac	tions that you subm	nitted and are still p	pending approvals			
My Busi	ness Processes	in Flight - Yale					
Instructions Ent pro	er in the business process(es), or lea cesses you've initiated that are curre	ave the prompt as-is to return all bus ently still in progress.	siness				
Business Processe	s	:=				M 🗗	2
_	25 items					▨束┉▫▫▫	1
	Worker	Business Process Transaction	Steps Awaiting Action	Awaiting Persons	Days That Current Step Has Been Awaiting Action	All Accessible Comments	
				Bernari, Malacia		*	1

## Payroll Results Comparison – Yale

Frequency: Monthly

Run by: Business Partner

Good for checking that expected changes have taken place, as well as checking for unexpected changes or problems that need investigation.

Payroll Results Comparison - Yale Payroll Results Comparison - Yale					'ale	
Instructions Required prompts: 0 Optional prompt: Inc	rganization, Periods Iude Subordinate Organizations, W	orker and Employee Type	Instructions	Required prompts: Or Optional prompt: Incl	ganization, Periods ude Subordinate Organizations, Wo	rker and Employee Type
Organization	*	:=	Organizatio	n <del>*</del>	•	:=
Periods	* search	:=	Periods	*	× 02/01/2019 - 02/28/2019 (Monthly Payroll)	≔
Include Subordinate Organizations	Current Periods in Progress	>			× 01/01/2019 - 01/31/2019 (Monthly Payroll)	
Worker	Last Periods Completed	>	Include Sub	ordinate Organizations		
Employee Type	By Period Schedule	>	Worker			:=
	By Run Category	>	Employee T	уре	× Faculty	: <b>=</b>
Filter Name	By Pay Group	>			× Other Academic	
						_

# Academic – Expiring Appointments – Yale

Frequency: *Monthly* Run by: *Appointments and Promotions Specialist* 

Run this report to list faculty who may need to be reappointed or may need to be terminated.

Provost's Office perspective: All faculty who are not being reappointed within one year must be terminated.

#### Academic - Expiring Appointments - Yale

Instructions View Academic Appointments expiring within a given date range [Default: today through the end of the next calendar month]. Displays Academic Unit, Appointee, Tenure Status, Track, and Rank. Report includes Academic Affiliates. Sorted by Academic Unit, Track Type, Rank, then Academic Appointee.

Academic Structure Node	:=
Academic Unit	:=
Academic Track Type Category	:=
Academic Rank	
Appointment Type	
Appointment Expires On or After 🛛 ★	04/01/2020 💼
Appointment Expires On or Before ★	08/01/2020 💼

## Academic – Expiring Appointments – Yale

If a reappointment has been entered and approved, a check will appear in the *Reappointment Exists?* column

#### Academic - Expiring Appointments - Yale 官 Academic Unit English Appointment Expire Appointment Expires On or After 03/23/2016 View Academic Appointments expiring within a given date range [Default: today thro Displays Academic Unit, Appointee, Tenure Status, Track, and Rank. Report includes A Sorted by Academic Unit, Track Type, Rank, then Academic Appointee. 60 items Re-Academic appointment( Status Unit Appointee Exist? English Active English Active English Active

### Academic - Compensation Details – Yale

#### Frequency: *Bi-Annually, each term* Run by: *Business Partner*

- Good for checking that individuals will be paid correctly.
- Can be used to check Annual Work Periods (AWP) Disbursement Plan Periods (DPP) and end dates on the various compensation plans.

# Note: OFAS tries to check for end dates on all faculty whose DPP's are less than 12 months.

- To ensure that benefits drop if applicable.
- To ensure that compensation does not resume unless approved and resubmitted.

#### **Academic - Compensation Details - Yale**

Instructions This report shows details on some aspects of compensation, including Academic Salary and Allowance Plan/Amounts.			
Effective as of Date	02/06/2019 🛱		
Academic Structure Node (Primary Appt)	:=		
Academic Unit (Primary Appt)	× History :=		
Organizations (includes subordinates)	:=		
Supervisory Org (does NOT include subordinates)	:=		
Employee Type	× Faculty :≡ × Other Academic		
Job Family	:=		
Job Profile (Primary)	:=		
Compensation Plans Effective	:=		
Appointee	:=		

### Academic QA - Expired Current Appointments – Yale

Frequency: *Bi-Annually, each term* Run by: *Appointments and Promotions Specialist* 

Provost's Office perspective: All faculty who are not being reappointed within one year must be terminated.

- Enter Appointment Expires On or After 6/1/2010 and Appointment Expires On or Before [current date]
- Consult chair or dean to determine which faculty are not returning, then terminate those who are not.
- NOTE: Never end a primary appointment, else the individual will drop off of all academic reports. If the individual is not being reappointed, you need to terminate from the employee record.

For proper instructions on terminating faculty, reference the Workday guides in the "Termination/Separation" section (<u>http://workday.training.yale.edu/</u>)

### Academic QA - Expired Current Appointments – Yale

Example of prompts

#### Academic QA - Expired Current Appointments - Yale

Instructions This report lists those Academic Appointees having a current appointment with an Appointment End Date in the past. Includes all Academic Affiliates and Academic Appointees (even if inactive).

\* Note: The default date range of appointment end date is between today and 30 days ago.

Academic Structure Node	:=
Academic Unit	:=
Track Type Category	:=
Academic Rank	:=
Appointment Type	:=
Appointment Expires On or After *	06/01/2010
Appointment Expires On or Before *	04/02/2020
EXCLUDE Academic Structure Node	:=
EXCLUDE Supervisory Organization	:=

### Academic QA - Missing Degrees - Yale

Frequency: *Bi-annually, each term* Run by: *Academic HR Support Specialist* 

- Checks for faculty who are missing degree information
- Incredibly important for a variety reasons, such as
  - Institutional reporting, e.g. U.S. News and World Report
  - Accreditation process
- Recommended order of run:
  - Run ladder faculty (*Track Type Category* = Ladder)
  - Run for teaching faculty
    - (TTC = Non-ladder Teaching and Professional Practice)
  - Run for research faculty and postdocs
    - (TTC = Research and Training)r to Appendix for instructions on adding degree information.

### Academic QA - Missing Degrees - Yale

Example of prompts

#### Academic QA - Missing Degrees - Yale

Instructions This report lists faculty and selected contingent workers whose degree information is missing. Use the Add Education task to submit the missing degree information for an individual.

Organization (incl subordinates)		≔
Academic Unit (Primary Appt)		≔
Track Type Category (Primary Appt)	× Ladder	≔
Academic Rank (Primary Appt)		≔
Tenure Status (Primary Appt)		≔
Worker		≔
Only Include Tenured?		
Only Include Active Workers?		

Frequency: *Bi-annually, each term, or monthly if high volume* Run by: *Business Partner* 

Run for the highest supervisory org to which you have access. This is either your school dean or department chair.

> • The default date is the last day of the next month, but this can be changed to a later date if you wish to anticipate future expiring contracts.

#### **Contingent Workers with Expiring Contracts - Yale**

Organizations	*	≔
Include Subordinate Organization	×	
Contracts Expiring On or Before	* 05/31/2020 💼	
Cost Center Planning Unit		≔
Job Profile		≔
Contingent Worker Type		:=

Instructions for ending contracts from this report

1. From the list of results, right click on a contingent worker.

2. From the pop-up menu, select "See in New Tab" to open the record in a new window.This will preserve your report results.



Instructions for ending contracts from this report (con't)

- 3. Click on the Actions button under the Business Title.
- 4. Hover over Job Change and select "End Contingent Worker Contract.



Instructions for ending contracts from this report (con't)

5. The contract end date will default to the last day of the contract. There's no need to change this unless a different date is known.

6. The reason code defaults to the only option.

7. Click Close Position.

8. Click Submit to commit the action.



Instructions for ending contracts from this report

Run for the highest supervisory org to which you have access. This is either your school dean or department chair.

• Enter dates of *On Leave Between* **7/1/20** *And* **6/30/21**.

• Verify the list of faculty on leave.

• Refer to the Workday guide, <u>Leave of Absence:</u> <u>Absence/Relief Time – Academic (Time Off)</u>, if you need to return faculty from a leave or place them on leave.

**Note**: If you need to place them on leave, verify that you have submitted the necessary supporting documents to OFAS.

#### Academic - Employees on Leave, by Academic Unit – Yale

Frequency: *Bi-annually, each term to verify faculty on leave* Run by: *Academic HR Support Specialist* 

Run for the highest supervisory org to which you have access. This is either your school dean or department chair.

- Enter dates of On Leave Between 7/1/20 And 6/30/22.
- Verify the list of faculty on leave.

• Refer to the Workday guide, <u>*Leave of Absence: Absence/Relief</u></u> <u><i>Time – Academic (Time Off)*</u>, if you need to return faculty from a leave or place them on leave.</u>

**Note**: If you need to place them on leave, verify that you have submitted the necessary supporting documents to OFAS.

#### Academic - Employees on Leave, by Academic Unit – Yale

#### Academic - Employees on Leave, by Academic Unit -Yale

Instructions This report includes Leave Requests that have been approved and those that are pending (if "Include Leave Requests Pending Approval" is checked). Prompts include: Academic Structure Node (for the primary appointment), Academic Unit (for the primary appointment), Organization (including subordinates), Employee Type (defaulted to Faculty and Other Academic), and Appointee.

Employee Type	× Faculty ∷⊟
	× Other Academic
Academic Structure Node (Primary Appt)	:=
Academic Unit (Primary Appt)	:=
Track Type Category (Primary Appt)	
Appt Type (Primary Appt)	:=
Organizations *	× Law School - Dean (Gerken, :≡ Heather Kristin)
Include Subordinate Organizations	
Appointee	:=
Leave Type (Including Family)	:=
Leave Request Status	:=
Include Leave Requests Pending Approval	
On Leave Between	09/01/2020
And	10/01/2021 🖬

# Links to Training Guides

- Reporting: Tools and Features
  - <u>https://workday.training.yale.edu/training-materials/reporting-tools-and-features</u>
- Reporting: Academic Reports
  - <u>https://workday.training.yale.edu/training-materials/reporting-academic-reports</u>