Workday Job Aid for Managers

My Team

Use this job aid to view your team or an individual team member.

To learn more about Workday, find job aids and videos at the Workday Help website at workday.trinity-health.org.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at workday.trinity-health.org.
My Team

**MY TEAM**
Access information you can view or take action on for your team members. See following pages for more information.

**BIRTHDAYS**
Get notified when a team member’s birthday is coming within the next two weeks.

**ANNIVERSARIES**
Get notified when a team member’s work anniversary is coming within the next two weeks.

A number indicates you have a notice.
My Team

View information about your team and take actions available to you based on your level of security access, including:

**VIEW**
- My Org Chart
- Timeline
- Headcount
- Organization Directory
- My Leadership Roles
- Organization
- Organizations I Belong To
- Org Charts
- Compare Team
- Location Directory
- All Locations
- Active Employees
- FTE Report
- My Management
- Management Hierarchy
- Management Chain
- Job Family
- Job Profile
- Matrix Assignments
- Matrix Organization
- Membership Rule
- Part-Time Workers
- Positions & FTE
- Emergency Contacts for Worker
- Development Items
- Time Off and Leave Calendar

**ACTIONS**
- Add Job
- End Additional Job
- Change Organizations
- Terminate

To learn more about each Action, find its job aid at the Workday Help website at workday.trinity-health.org.
From the My Team or My Org Chart screen, click the name of the team member.

**RELATED ACTIONS ("BRICK")**
Click to view a list of actions you can take on this colleague.

**INSIDE THE MENUS**

**Inbox**
- Job Details
- All Jobs
- Manager History
- Management Chain
- Organizations
- Support Roles
- Worker History

**Contact**
- Contact Information
- Emergency Contacts

**Career**
- Certifications
- Education

**Overview**
- Job History
- Education
- Skills
- Projects
- Give Feedback
- Employee History
  (Job Profile/Compensation)

**Compensation**
- Totals
- Compensation Package
- Grade
- Grade Profile
- Company

**Time Off**
- Time Off Balance