

Workday Manager Structure

For conversion of data into Workday, **every employee must have an assigned manager**. Managers have the *decision making authority, accountability and responsibility for staffing and employment events* for workers within their Supervisory Organization.

Current Systems

What a Standard Approver Manager can DO:

- Submit/Approve time*
- Approve Leave
- Receive TrainTraq Notifications (only if designated as Primary)

What a Standard Approver Manager can SEE:

- Business Title*
- Job Details*
- Hire Dates*
- Salary*
- Time Off Balance
- Time Off Requests

**Also applies to TimeTraq Approval Managers*

Workday

What a Manager can DO:

- Create Position
- Hire
- Change Job
- Propose Employee Merit Award
- Request One-Time Payment
- Start Performance Review
- Request Time Off and Request Leave of Absence
- Termination
- Freeze/Unfreeze Job Requisition
- Screen Job Candidates

**This is not a complete list of Workday options*

What a Manager can SEE:

- Position Title, Business Title
- Job Details
- Hire Dates
- Worker History
- Manager History
- Salary, Allowances
- Pay Change History
- Education, Licenses, Certifications
- Time Off Balance
- Time Off Requests

**This is not a complete list of Workday options*

The individual indicated as **Primary Manager** for each of an employee's PINs (if an employee has more than one position) will be converted into Workday as their **Workday Manager**. The **Primary Manager in SSO** should be maintained to reflect the **desired employee manager in Workday**.

SSO Manager Structure

Application Structure

Standard

TimeTraq

Time & Effort

Manager Type

Approval

Reader

Information Email

Approval

Approval

Actions

Approves LeaveTraq and TimeTraq Documents

Can view LeaveTraq and Time Traq Documents

Notification sent when LeaveTraq Document Submitted

Overrides standard structure for timesheet approvals

Overrides standard structure for certification of documents

Organizational Manager vs. Approval Manager

In situations where document approvals are performed by someone other than the **primary manager**, two manager designations are needed.

For the first manager designation, set the Manager Type of "*Approval*" on the individual that is to handle the approval of leave requests and timesheets.

For the second manager designation, set the Manager Type of "*Reader*" and the Primary Manger indicator on the individual who will be the Workday Manager.