CAREER MANAGER DASHBOARD WORKLET

COMPENSATION AND BENEFITS*

- **BAH Direct Report Compensation Summary** – Shows manager direct reports base pay, total compensation, currency and grade pay range
- **BAH Employee Compensation Audit (Compensation Analysis)** – Provides a list of average compensation to midpoint ratio (Compa-Ratio) for employees grouped by supervisory organization

* Data populated for Senior Associates and above; all other Career Managers will be presented with blank data fields

MANAGEMENT REPORTING

- **Outstanding Actions for My Direct Reports** – Items awaiting action regarding business processes for direct reports; displays worker, step awaiting action, status, etc.

RECRUITING

- **My Recruiting Jobs** – Open requisitions; displays job requisition, number of active candidates, hiring manager, etc.
- **BAH Source to Pipeline** – Details source information for candidates (e.g., Employee referral, boozallen.com/careers, LinkedIn, etc.)
- **BAH Job Requisition Aging** – Length of open requisitions; displays recruiter name, requisition age, and total number of requisitions per recruiter

TALENT PLANNING

- **Talent Planning 9-Box Dashboard** - Provides managers of Lead Associates, Senior Lead Engineers/Scientists/Technologist/ Technical Specialists and above an overview of the 9-Box placement of their employees within their supervisory organization (and subordinate supervisory organizations). The dashboard provides insight to managers for development and deployment of their employees based on their 9-Box placement.
- The report will populate data from the most recent completed Workday 9-Box event.

TEAM PERFORMANCE

These links to actions you can take for members of your team. They do not represent dashboards.

- **Add Goal to Employees** – Create a new goal or copy an existing goal to be assigned to an employee or employees
- **Review Ratings** – Ratings reflect 9-box for lead associates and above; other template ratings are not applicable
- **Employee Reviews** – View ongoing or completed reviews with data detailing organization, review category, status, etc.
- **Give Feedback** – Provide feedback to colleagues
- **My Team’s Performance Reviews** – View team’s reviews including individual breakdown of process, status, and result
- **Goals** – View goals by employee or by goal, including details about goal specifics, due date, etc.
- **Start Performance Improvement Plan** – Initiate PIP process
- **Start Performance Review** – Initiate performance review process
- **Archive Goals** – Archive personal goals
- **Get Feedback on Employee** – Request feedback on employees within your team or another team
- **Get Feedback on Self** – Request feedback for yourself from colleagues

## COMMON CAREER MANAGER REPORTS

Data in reports based on supervisory organization

<table>
<thead>
<tr>
<th>Report in Workday</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BAH442 (Employee Roster)</strong></td>
<td>Accessible by searching “BAH442” in the search bar; displays employee details (e.g., management chain, leave information, job profile details, etc.)</td>
</tr>
<tr>
<td><strong>Outstanding Goal Plans and Goals Approval (Report)</strong></td>
<td>Accessible via Team Performance Worklet &gt; View: Goals; displays goal status of direct reports</td>
</tr>
<tr>
<td><strong>Annual Summary Status Report</strong></td>
<td>Accessible via Team Performance Worklet &gt; View: My Team’s Performance Reviews; includes drill down and detail reports on direct reports</td>
</tr>
<tr>
<td><strong>Pulse Check Status Report</strong></td>
<td>Accessible via Team Performance Worklet &gt; Performance Reviews; displays a snap shot of complete, in progress, and not started reviews</td>
</tr>
<tr>
<td><strong>BAH438 (Employee Home Address Listing)</strong></td>
<td>Accessible by searching “BAH438” in the search bar; search for employee home address listing by organization and superior organizations, group, account group, IMT, home address-state, and home address-country</td>
</tr>
<tr>
<td><strong>BAH369 (Promotions and Demotions Report)</strong></td>
<td>Accessible by searching “BAH369” in the search bar; displays promotion and demotion details; report can be filtered by several factors including, organization, company, and dates, among others</td>
</tr>
<tr>
<td><strong>BAH904 (Terminations)</strong></td>
<td>Accessible by searching “BAH904” in the search bar; displays termination details (i.e., employee information, manager details, etc.); report can be filtered by several factors including organization and dates, among others</td>
</tr>
</tbody>
</table>
Birthdays and Anniversaries

Accessible via Birthdays Worklet and Anniversaries Worklet; Birthdays are also accessible by searching “Birthdays” in the search bar.

GENERAL NOTES

- Error Messages:

  Compensation Analysis

  The worklet is taking too long to load. Please refine your worklet settings and try again. If the problem persists, contact your Workday Administrator.

  BAH Employee Compensation Audit

  Some worklet settings require more information.

- Track Requested Report Progress in Process Monitor
  - Access the process monitor by searching “process monitor” in the search bar; filter by date and time, process types (select “All” > “Report”), and maximum rows

Select Gear to modify filters

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