# COMMON CAREER MANAGER REPORTS

**NOTE:** 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 snapshot 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>BAH1005 (Generic Hires – Current Hires by Hire Date)</strong></td>
<td>Accessible by searching “BAH1005” in the search bar. This report is available to all authorized users who have access to view Worker basic information, such as organizational structure.</td>
</tr>
<tr>
<td><strong>BAH135 (Hires)</strong></td>
<td>Accessible by searching “BAH135” in the search bar. This report is restricted because it includes sensitive information.</td>
</tr>
<tr>
<td><strong>BAH1008 (Generic Terminations – Current Termination by Termination Date)</strong></td>
<td>Accessible by searching “BAH1008” in the search bar. This report is available to all authorized users who have access to view Worker basic information, such as organizational structure.</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. This report is restricted because it includes sensitive information, such as termination reason, EEO data, and/or compensation data.</td>
</tr>
</tbody>
</table>
| **Birthdays and Anniversaries** | Information on your team available via Birthdays Worklet and Anniversaries Worklet. These reports are also accessible by searching “Birthdays” or “Anniversaries” in the search bar.  
**NOTE:** See below on how to schedule Birthdays and Anniversaries reports (outside the worklet). There is an additional report, BAH468, that shows anniversaries firmwide. See below on how to schedule and view these reports. |
SCHEDULE REPORT FOR BIRTHDAYS ON YOUR TEAM

1. In the Workday Search Bar, type **Birthdays**. As you type, a field will appear that says **Birthdays for this week and next**. Click the report to open.

2. This report will generate a list of birthdays on your team. To generate a recurring report in Workday, click **Related Actions (Lego)**, **Standard Report**, and select **Schedule**.

3. You will be able to select the frequency in which the report will appear in your W: Drive.
   
   **NOTE**: Since the report pulls two weeks of data, you should NOT run the report monthly. We recommend selecting Weekly Recurrence.
4. To access your W:Drive, click your picture icon, and W:Drive.
SCHEDULE REPORT FOR ANNIVERSARIES IN YOUR SUPERVISORY ORGANIZATION

1. In the Workday Search Bar, type Anniversaries. As you type, a field will appear that says Anniversaries for this week and next. Click the report to open.

2. This report will generate a list of all anniversaries in your supervisory organization. To generate a recurring report in Workday, click Related Actions (Lego), Standard Report, and select Schedule.

3. You will be able to select the frequency in which the report will appear in your W: Drive.

   NOTE: Since the report pulls two weeks of data, you should NOT run the report monthly. We recommend selecting Weekly Recurrence.
NOTE: To see anniversaries within a wider range of time than two weeks, set the starting and ending anniversary dates for the desired time period.

NOTE: For future anniversary dates, filter the Years of Service field in Excel to show years leading up to the milestone (for example, 4 years, 14 years, 19 years, etc.), to view upcoming milestones. For present and past day anniversaries, you can filter the Years of Service filed for the milestones themselves. The Length of Service – Worker column shows Length of Service up to the present date.

**VIEW FIRMWIDE ANNIVERSARIES REPORT**

1. In the search bar, type BAH468. This will bring up the Firmwide Anniversary Report. Click the report to open.

   ![Search Bar BAH468](image)

   **NOTE:** Anybody can run this report.

2. Adjust the Organization and Supervisory Organization, Starting Anniversary Date, Ending Anniversary Date, Group, Account Group, and IMT as needed.

   **NOTE:** The Organization and Supervisory Organization defaults to the firmwide level. To adjust this, you can search for any manager.
3. Click Ok to access the report.

GENERAL NOTES

- Error Messages:

- 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

- Time in Level (TIL) is a field on the following reports. It calculates the length of time an employee has been at their current management level regardless of job profile or position changes.
  - BAH442 Employee Roster
- BAH1088 Current Employee Roster
- BAH1171 Disciplinary Actions and PIPs for Managers
- BAH904 Firmwide Terminations
- BAH1008 Current Terminations by Termination Date