WORKDAY FOR MANAGERS

GETTING STARTED

Worksheet Basics





Getting Started: Worksheet Basics

Employee

ABOUT WORKSHEETS

Worksheets enable ad hoc data exploration, analysis, visualization, and collaboration with live transactional data within a secure Workday environment.

ACCESS WORKSHEETS

The best way to access Worksheets is from Drive.

- 1. Click the worker profile icon.
- 2. From the menu, select Drive.



This is where your files, including worksheets, are stored.



Important: Because workbooks are stored in Drive, a user needs access to both the Drive security domain and Worksheets domain.

CREATE WORKBOOKS

There are two ways to create a workbook: as a new, blank workbook, or uploaded from an existing external file, like an Excel sheet.

CREATE A NEW BLANK WORKBOOK

- 1. Within Drive, click Add New.
- 2. Select Workbook.



3. Rename the workbook as desired.



UPLOAD A WORKBOOK FROM AN EXTERNAL FILE

- 1. Within Drive, click Add New.
- 2. Select Upload.



3. Select a file and click **Open**.

You will see two versions of your file: one in the original format and the other converted into a worksheet.

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All Files	Name	Owner	Access	Last Modified	
iii Trash	Credit_Card_Transactions_Not_Expensed Processing Failed	Logan McNeil	Only Me	a few seconds ago	Select a file or folder to view
	X Credit_Card_Transactions_Not_Expensed.xlsx	Logan McNeil	Only Me	a minute ago	details and take actions
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workday.

<u>Hint</u>: You also have the option to drag files from your computer directly into the All Files list to upload.

EDUCATION

EXPORT WORKBOOKS

Workbooks can be exported from a Report Writer report. These exports are not live data, but a snapshot of the data at the time of export.

- 1. From the Home page, search for and select the **My Team Time Off Balances** report.
- 2. To begin the export process, click the **Export to Worksheets** icon.

My Team's Time Off Balances Actions 🗵 🖶							
9 items	All Eligible Time Off Plans for Worker						
Worker	Time Off Plan	Unit of Time	Balance	YTD Time Off Taken			

3. Navigate back to Drive to view the exported report.

+ Add New	Search Results 1 item	
🗖 All Files	Name	Location
Trash	III My Team's Time Off Balances	All Files

IMPORT LIVE DATA

Live Workday data can be imported into your workbook using the guided editor.

1. From the workbook, add a new sheet by clicking the plus sign in the bottom-left corner.

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←	\leftarrow Workbook						
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- 2. Name the sheet.
- 3. Select the A1 cell in the worksheet.
- 4. Click the Add Live Data button or click Data > Add Live Data.

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2																						
3				Define Name																		
5				Protect Range																		

 A guided editor opens. On the left side, locate the Report Writer report you want to open from the list of reports, or use the search field. You can also select the **Include reports not enabled for Worksheets** checkbox in the bottom-left corner to view all available report options.

G Search Select Report	,¢	×)
Q Search for reports		
A1 Active Candidates by Stage		
AI GMS - Assets by Category		
AI GMS - Current Workers		
4 5 Al GMS - Drillback for Expense		
7 AI GMS - Drillback for Expense by Spend 8 Category		
10 AI GMS - Drillback for Revenue		
12 AI GMS - Drillback for Revenue by Category	Select a Report on the Left	
15 Al GMS - Drillback to Journal Lines		
 Include reports not enabled for Worksheets 		
21 22 22		Next
+ Sheet1 *		A



<u>Note</u>: Reports must be enabled to export them for Worksheets. To enable, select Enable As Web Service and Enable for Worksheets in the Advanced tab of the Report Writer report. To learn more about working with live data, see the Worksheets Learn Independent course in the Workday Learning Center.

- 6. Once you have selected a report, click Next.
- **7.** Depending on the report selected, you may be required to enter any prompt values set up on that report.
- 8. Once your report has loaded, the available columns will populate on the left side.
- **9.** Select the columns for the report by either selecting the plus icon, dragging and dropping each column, or clicking **Select All** to transfer all columns at once.



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Se	lect Columns Benefits	Mod	eling						×
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Avail	able Columns Select	A 11	Employee 🗙	Benefit Group 🛛 🗙	Benefit Provider 🗙	Benefit Plan 🗙	Coverage \times		
+	Supervisory Organization	:							
+	Benefit Plan : Coverage	:							
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+	Age Group	:							
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10. To populate column data as it will appear in your Worksheet, select the **Preview a sample of data toggle.**

Select Columns Benefits Mo	deling			×
Q Search by column name	12 Columns Added Remove All		Preview a samp	e of data 🔘
Available Columns Select All	Employee X Benefit Group	×	Coverage >	C Supervisor
All columns have been added	Dylan Johnson Active Employees in Canada		EE - Employee Or	nly Global Su

<u>Note</u>: Report columns can be arranged in the editor by clicking and dragging from the column heading.

- 11. Click Next.
- **12.** Two import options appear: Live Data or Static Values. Static Values import data is effective at import. This import will not be linked to live data in Workday.



- 13. Select Live Data.
- **14.** Click **Add**. Your workbook with live data automatically opens within Drive.

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0	Dominic Leclerc	Active Employees in Canada	Sun Life	Medical - Sun Life Basic	V Status	
E	Blair White	Active Employees in Canada	Sun Life	Medical - Sun Life Basic	Report	Benefits Modeling
F	Ryan Taylor	Active Employees in Canada	Sun Life	Medical - Sun Life Basic	Report Type	Advanced
F	Henry Lynch	Active Employees in Canada	Sun Life	Medical - Sun Life Enhanced	Incerted By	me (Imcneil)
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J	lake Lee	Active Employees in U.S Salaried	Aetna	Medical - Aetna PPO	Last Refresh	02/24/2020 at 3:30 PM
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F	Peter Neumann	Active Employees in U.S Salaried	Aetna	Medical - Aetna PPO	Key Column	Off
0	David Martinez	Active Employees in U.S Salaried	Aetna	Medical - Aetna PPO		
E	Barbara Palmer	Active Employees in U.S Salaried	Aetna	Medical - Aetna HMO	 Options 	
J	luan Delgado	Active Employees in U.S Salaried	Aetna	Medical - Aetna PPO	Limit Number of	off
F	hilip Spalding	Active Employees in U.S Salaried	Blue Cross of Calif.	Medical - Blue Cross of Calif. POS	Rows	011
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L	aurie Jenkins	Active Employees in Green Planet Solutions	UnitedHealthcare	Medical - UnitedHealthcare PPO		
N	felissa Hartman	Active Employees in U.S Salaried	Aetna	Medical - Aetna PPO		
H	lailey Ward	Active Employees in U.S Salaried	Blue Cross of Calif.	Medical - Blue Cross of Calif. HMO		
S	Sara Goldstein	Active Employees in U.S Salaried	Aetna	Medical - Aetna PPO		
F	Rodrigo Sanchez	Active Employees in U.S Salaried	Blue Cross of Calif.	Medical - Blue Cross of Calif. HMO		
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) 1	nez Camacho	Active Employees in U.S Salaried	Aetna	Medical - Aetna HMO	Refresh Now	6 second(s)



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MANAGE WORKBOOKS

ORGANIZE WORKBOOKS WITH FOLDERS

- 1. From Drive, click Add New.
- 2. Select Folder.



3. Rename the folder and then click **OK**. Your folder appears on the All Files list. You can now drag files from this page into the folder.

COPY A WORKBOOK

- 1. From Drive, right-click on an existing workbook.
- 2. Click Make a Copy.

Drive			= Filters	Q Search Drive
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Bonus Tracking	T Cerrano	People	08/06/2019	🖸 Open
Discovery Boards	🖸 Open	Only Me	01/06/2020	₽, Share
GMS Culture.mov	<pre> _ Share </pre>	Only Me	12/24/2019	🧷 Rename
GMS Culture.mov	/ Rename	Only Me	12/24/2019	→ Move
GMS Culture.mov	→ Move	Only Me	12/24/2019	☆ Favorite
EM GMS Culture.mov	Favorite	Only Me	12/24/2019	() Info
E GMS Culture.mov	E Make a Conv	Only Me	12/23/2019	🕞 Make a Copy
EA GMS Culture.mov	Bemove	Only Me	12/23/2019	III Remove
GMS Culture.mov	IAIC	Only Me	04/09/2019	Owner
HCM - Total Rewards Mode	eling Me	Only Me	02/11/2019	Teresa Serrano



- **3.** Update the name as necessary.
- 4. Click Submit.

DELETE A FILE

- 1. From Drive, right-click on a file.
- 2. Select Remove.

Note: A file moved to Trash is not permanently removed.

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RESTORE A FILE

- 1. From Drive, click the **Trash** folder from the left-side menu.
- 2. Restore the file by right-clicking on the file name and selecting **Restore**. Or, click **Restore** in the right pane.

Name		Last Modified 🔶	1 file is selected	Deselect
Compensation Sprea	adsheet	Thursday 02/07/2019 2:45 PM	(i) Info	
GMS Culture.mov	i Info	Friday 01/25/2019 2:59 PM	Restore	
🖽 GMS Culture.mov	Restore	Friday 01/25/2019 2:58 PM	Owner	
ESI GMS Culture.mov		Tuesday 01/22/2019 4:00 PM	Logan McNeil	
GMS Culture.mov		Tuesday 01/22/2019 3:58 PM	Modified	

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SHARING AND COLLABORATION

There are three permission options for sharing that an owner can grant to shared users:

Permission	Description
Can View	Allows view-only permissions to the workbook.
Can Comment	Allows users to view the workbook and post comments.
Can Edit	Allows users to edit, share, and post comments to the workbook.

You can also set permissions at the folder level. Using permissions allows you to share multiple files with the same group and set the necessary permissions only once.



Important: Users need to be enabled in the Worksheets security domain to share and collaborate.

LINK SHARING

Report owners can now use link sharing and set permissions specific to that link for added security.





SHARING AND SETTING PERMISSIONS

GRANT SHARING PERMISSIONS

- **1.** From Drive, select a workbook to share.
- 2. Right-click on the report and select **Share** to view the share workbook options.

Drive			= Filters	Q Search Drive
Name	Owner	Access	Last Modified	1 file is selected Deselect
Bonus Tracking	T Cerrano	People	08/06/2019	🖸 Open
Discovery Boards	🖸 Open	Only Me	01/06/2020	Share
E GMS Culture.mov	2, Share	Only Me	12/24/2019	🧷 Rename
E GMS Culture.mov	Rename	Only Me	12/24/2019	→ Move
GMS Culture.mov	→ Move	Only Me	12/24/2019	☆ Favorite
GMS Culture.mov	Favorite	Only Me	12/24/2019	(i) Info
GMS Culture.mov	Make a Copy	Only Me	12/23/2019	F Make a Copy
GMS Culture.mov	Remove	Only Me	12/23/2019	TIT Remove
GMS Culture.mov	MIC	Only Me	04/09/2019	Owner
HCM - Total Rewards Mo	deling Me	Only Me	02/11/2019	Teresa Serrano

- Under Share with Others, add sharing permissions for one or more individuals you would like to have access. Permissions will default but can be adjusted.
- 4. Click **OK** to save your changes.

Share Who Has Access		
Name	Information	Permission
A Teresa Serrano	tserrano	Owner
A Logan McNeil	Imcneil	Can Edit Can View Can View Can Comment

CHANGE INDIVIDUAL SHARING PERMISSIONS

1. Within the workbook that you have shared, click the **Share** button.

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÷	Wo	rkboo	ok						F	Share	Add Live Data
	File	Edit	View	Format	Insert	Data	Help	All changes are saved automatically			

2. Update sharing permissions using the pull-down menu by each individuals' name.

Bonus Tracking		
Share Who Has Access		
Name	Information	Permission
A Teresa Serrano	tserrano	Owner
A Logan McNeil	Imcneil	Can Edit 🔹 🗙
		Can View Can Comment
Close		Can Edit
HCM - Worksheets Examples	Me Only M	le 08/12/2019

3. Click OK to save your changes.

COMMENTS AND COLLABORATION

VIEW COMMENTS

Workbook

- 1. From **Drive**, open a workbook.
- 2. Click the **Comments** icon at the top of the page to view the comment thread.

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Share

Add Live Dat

A Shared

REPLY TO A COMMENT

- 3. In the comments section, click **Reply**.
- 4. This will open the comment feed. Enter your response.
- 5. Click Send icon.



TAG A USER IN A COMMENT

- 1. In a workbook, click the **Comments** icon.
- 2. In the comments panel, click in the text box to leave a comment.
- **3.** Enter @ and select the username of the individual the comment is for.



4. Click Send icon to add the comment to the thread.

REFERENCE WORKBOOK CELLS IN A COMMENT

1. Select the cell you want to reference a comment to.



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- Select Insert > Comment. 2
- 3. A Reference link will appear above the comment text box. Fill out your comment.

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0	Catherine Gibson	Active Emp	Column Left	3E X=	Aetna	Medical - Aetna PPO	
(George Harris	Active Emp			Aetna	Medical - Aetna HMO	
J	lennifer Carter	Active Emp	Column Right		Aetna	Medical - Aetna HMO	
	loyce Sandoval	Active Emp			Aetna	Medical - Aetna HMO	
F	Peter Neumann	Active Emp	Function	36F9	Aetna	Medical - Aetna PPO	
0	David Martinez	Active Emp			Aetna	Medical - Aetna PPO	
E	Barbara Palmer	Active Emp			Aetna	Medical - Aetna HMO	
1	luan Delgado	Active Emp	New Sheet	TF2	Aetna	Medical - Aetna PPO	
F	Philip Spalding	Active Emp			Blue Cross of Calif.	Medical - Blue Cross of Calif. POS	
	Aichael Yang	Active Emp	loyees in U.S Salaried		Blue Cross of Calif.	Medical - Blue Cross of Calif. PPO	Constant of the second s
4	loel Baker	Active Emp	loyees in U.S Salaried		Aetna	Medical - Aetna PPO	Reference ×
١	Villiam Kent	Active Emp	loyees in Green Planet	Solutions	UnitedHealthcare	Medical - UnitedHealthcare PPO	Oblin Please review the following cells
1.11	manda Maskonzia	Active Emp	Inuman in Groon Dianat I	Cohitions	UnitedLasithears	Medical United Healthcare DDO	giona riesse review the following cells.

4. Click **Send** to add the comment to the thread. Click View Reference link to show linked cells.



WORKSHEET RESOURCES

There are three useful resources you can use in worksheets: the Functions Library, the Functions Reference, and the User Guide.

FUNCTIONS LIBRARY

The Functions Library provides quick access to Workday functions and identifies the required syntax for the functions. This also includes a type-ahead feature that assists you as you build your formulas.

In a workbook, click Insert > Function, or click the Function icon.

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The Functions Library panel will open on the right side of the screen.



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F	unctions Library	<	
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π	ABS		I
+	ACCRINT	~	
	Returns the accrued interest for a security that pays periodic interest.		
	Category Financial		
	Return Type NUMBER		
	Syntax ACCRINT(issue, first_interest, settlement, rate, pa frequency, [basis], [calc_method])	r,	
	<i>issue</i> The security's issue date.		
	<i>first_interest</i> The security's first interest date.		
	settlement The security's settlement date. The security		

Here, you can search for a function, then reference the formula description and syntax.

FUNCTIONS REFERENCE

The Functions Reference provides detailed formula descriptions, syntax, and examples to assist you.

- 1. In a workbook, click Help from the workbook menu.
- 2. Select Functions Reference.

Data	Help	All changes are saved automatically							
I	User Guide								
	Function Reference								
	Keyboard Shortcuts								

3. The Worksheets Function Reference opens. Within this document, you will find a detailed description of the functions, syntax, and examples of how functions are used and expected results.

USER GUIDE

The User Guide provides information on Workday proprietary functions and other helpful features.

- 1. In a workbook, click **Help** to open a menu.
- 2. Select User Guide.



The Worksheets User Guide opens.

