Labor Viewer by Sup Org

workday

The **Labor Viewer by Sup Org** role in Workday grants view access to labor reporting for operations (hours and dollars reporting) as well as the Effort Trend and Salary Effort Trend reports by supervisory organization. This role does not grant any access to other HCM employee record information. This document contains information specific to your role.

This role can **view** the following reports in Workday:

Effort
- Effort Trend
- Effort Trend for Principal Investigators
- Salary Effort Trend
- Future Salary Effort Trend

Labor Hours and Dollars
- CR - Center Account Detailed
- CR - Center Account Detailed - Tabular
- CR - Center Account Summary
- CR - Center Account Summary - Salaries and Wages Tabular
- CR - Hours and Dollars Data Extract
- CR - Labor Distribution by Earnings Detailed
- CR - Labor Distribution by Hours
- CR - Labor Distribution by Hours Detailed

Quick Reference Guides are available within the Resources tab of the respective online module or by clicking the links below:

- Department Finance Reports Dashboard QRG
- WDFI-102b Labor Reports in Workday
- Salary Effort Trend Report QRG

Additional Resources

Be on the lookout for WalkMe buttons and Smart Tips (blue question marks) found within the system that provide step-by-step instructions to complete a process or additional information about a field or button you are seeing in the system.

Visit the Workday Training Hub for a full list of quick reference guides and other resources.

Training Questions? Email **BusinessEducation@vumc.org**