Reporting: RPT - Span of Control
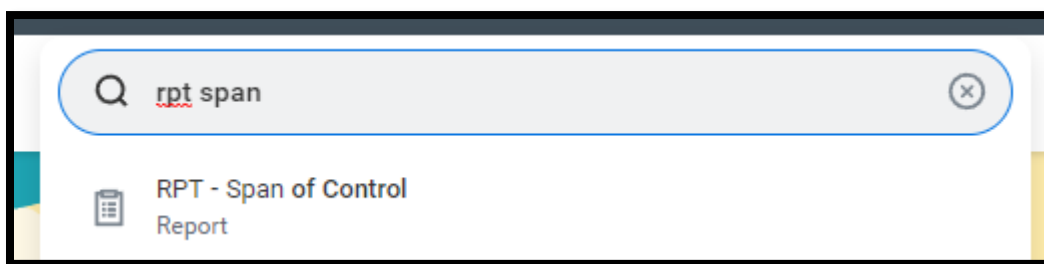
What is Span of Control?

Definitions

Span of Control is the number of people for which a leader is responsible. This includes direct and indirect reports. This is calculated by taking the count of Individual Contributors divided by the count of Leaders

Management Level is used to identify the difference between individual contributors and different levels of leaders:

Leader	Individual Contributor
• Chief Executive Officer • Executive Vice President • C-Type Executive • Vice President / Institute Chair • Associate Vice President / Medical Executive • Senior Director • Director • Manager • Supervisor	• Individual Contributor Exempt Clinical • Individual Contributor Exempt Non Clinical • Individual Contributor Nonexempt Clinical • Individual Contributor Nonexempt Non Clinical

Running the Report

To get to this report, type **RPT – Span of Control** in the Workday search bar.

NOTE: This report is designed for managers and will only display data for workers that roll up to the manager.

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Prompts

① ORGANIZATIONS

You can choose the supervisory organizations*. Please be sure to select all the applicable organizations. For example: Please select both Position Managed (PM) and Job Managed (JM) orgs to view all employees that roll up.

② INCLUDE SUBORDINATE ORGANIZATIONS

If you choose the top level supervisory organizations under **Organizations**, you should check this box to see all the individuals that roll up to those sup orgs.

③ FILTERS

If you run this report frequently for the same population(s), you can Save your filters. To do so, enter the appropriate information in the prompts, enter a Name for your filter and click Save. When you go to run this report again, you can click the arrow next to Saved Filters to choose a filter you created previously. Filters are unique to you and are not sharable.

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*Supervisory organizations** represent the reporting hierarchical structure in Workday. Each manager has two supervisory organizations – one for each type of staffing model. For more information, view **this** job aid.

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Reviewing the Data

CHART

Workday provides a graphical representation of the information in your chosen filters. It only displays the top ten service lines with the highest spans of control.
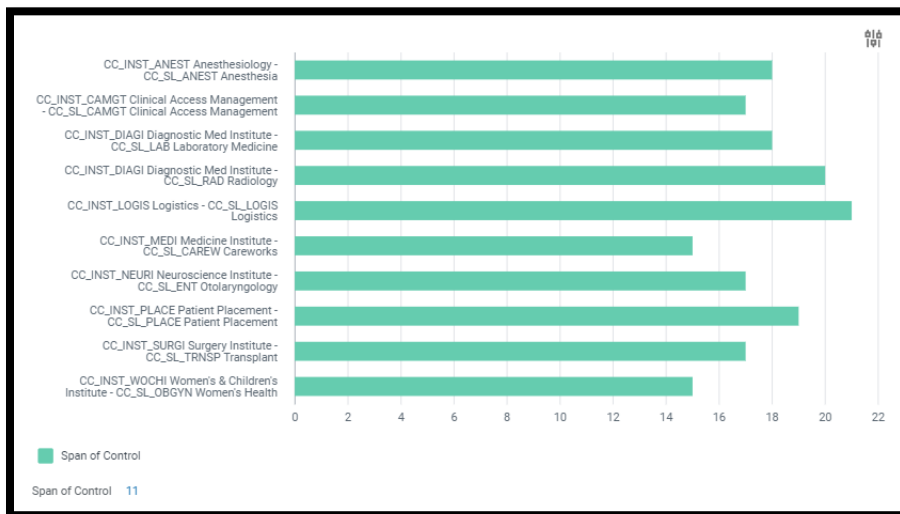
TABLE

The information is grouped by Institute and Service Line for the worker's primary position. Span of control is then indicated in the far right column.

Institute	Service Line	Total		
		Individual Contributor Count	Leader Count	Span of Control
CC_INST_HR Human Resources	CC_SL_HR SS Human Resouces	140	23	7
CC_INST_INAUD Internal Audit & Data Security	CC_SL_INAUD SS Internal Audits	29	13	3
CC_INST_GFRD GF Resource Development	CC_SL_GFRD GF Resource Development	23	18	2
CC_INST_GFAFN GF Admin, Funds, & Non Op	CC_SL_GFAFN GF Admin, Funds, & Nonop	1	0	0
CC_INST_SYSAD System Administration	CC_SL_SYSAD System Administration	1	1	1
Total		194	55	4

6 items

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NOTE: This data does not include Contingent Workers. Also, this report is designed for managers and will only display data for workers that roll up to the manager.

DRILLING DOWN

Anything in blue text on a report can be clicked on to view more details; this is called **Drilling Down**. When you Drill Down, there are **Criteria** options at the top.

You can change the way the data is displayed: for example, to see the information by **Cost Center**, choose that in the **View by: Select a Field** option and then choose **Refresh**.

Cost Center	Total		
	Individual Contributor Count	Leader Count	Span of Control
141070650014 Environmental Services - GBH	17	2	9
191070650010 Environmental Services - GLH	34	3	12
271070650025 Environmental Services - GJSH	7	1	7
520070650010 Environmental Services - GMC	205	24	9

Criteria   View by: Cost Center   and then by: Select a Field...   Refresh

10 items

NOTE: If you drill down on the Individual Contributor or Leader Counts, you will see a full list of all workers in that institute/service line – it is not automatically limited to the selected group of individuals. Use the **Criteria** or the **Filters** to look only at Individual Contributors or Leaders.

Want more details?

Check out our **RPT – Span of Control Details** report. This report shows all the details that are shown in aggregate on the RPT – Span of Control report. You can export it to Excel and use pivot tables to see the data in different ways.

Have Questions? Contact our HR Technology team at HR_Data_Request@geisinger.edu

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