Reporting: Metrics for Managers

What are Metrics?

DEFINITIONS

Metrics are a method of measuring something. Managers can learn more about staffing metrics, including things like:

- Span of Control
- Net Hire Ratio
- Open Positions
- Open Job Requisitions

Running the Dashboard

To get to this dashboard, click on the **Metrics for Managers** application on the Workday **home page**.

It may take several moments to load. Watch the loading bar at the bottom.
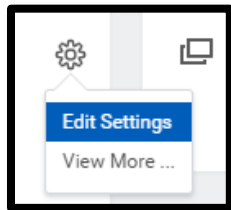

 NOTE: This report is designed for managers and will only display data for workers that roll up to the manager.
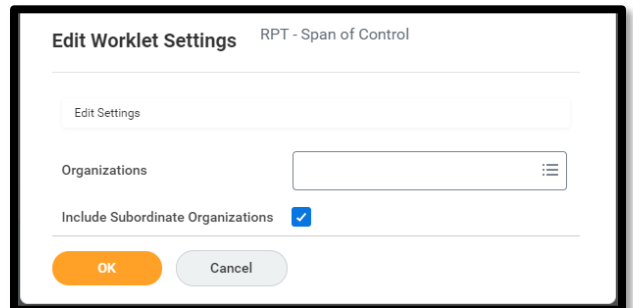
Worklet Settings

The very first time you run this report, you will need to establish your **Worklet Settings**. Once you set these the first time, the dashboard will remember your choices. You can change these again at any time.
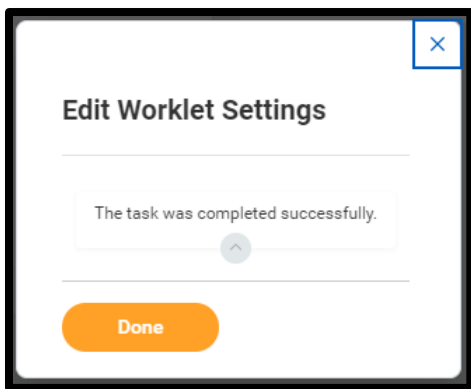
1. Click on the gear icon for one of the worklets.
2. Select **Edit Settings**

3. Enter the appropriate settings
4. Click OK. Then click Done.

5. Repeat steps 1-4 for all worklets.

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Reviewing the Data

RPT - Open Job Requisitions			
		Total	
Institute	Service Line	Individual Contributors	Leaders
CC_INST_ANEST Anesthesiology	CC_SL_ANEST Anesthesia	25	1
CC_INST_BLNSL Bloomsburg Non SL	CC_SL_BLNSL Bloomsburg Non Service Line	1	0
CC_INST_CAMGT Clinical Access Management	CC_SL_CAMGT Clinical Access Management	26	0
CC_INST_CANCI Cancer Institute	CC_SL_CANCR Cancer	18	2
CC_INST_DIAGI Diagnostic Med Institute	CC_SL_LAB Laboratory Medicine	154	4
CC_INST_DIAGI Diagnostic Med Institute	CC_SL_RAD Radiology	70	1
CC_INST_FACMG Facilities Management	CC_SL_FACMG Facilities Management	13	4
CC_INST_FIN Finance	CC_SL_FIN Finance	1	0
CC_INST_GCADM Admin Non SL	CC_SL_GCADM GC Admin	10	0
CC_INST_GHP Geisinger Health Plan	CC_SL_GHPIT GHP IT	2	0
Other		1,600	64
Total		1,920	76

View More ...

VIEW MORE

Some reports are larger than what a dashboard can display. In these instances, you will see an **Other** grouping at the bottom.

To see more information about this grouping, click on **View More** at the very bottom of the worklet.

MORE DETAILS

There are many resources on the [Workday Training site](#) that explain the **various worklets and menu options**, such as

- [Span of Control](#)
- [Open Positions](#)
- [Open Job Requisitions](#)

In addition, there are resources dedicated to helping you know the [best practices](#) of Workday reporting.

WORKLET TAKES TOO LONG TO LOAD

Some reports may take a while to load. If you get this error message, click the **gear icon** and select **View Report** to see the full report in another screen.

Open Positions

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

Edit Settings
View Report

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

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