Reporting: RPT – Trended Turnover

What is Turnover?

DEFINITIONS

Net Gain/Loss is the number of external hires minus the number of terminations.

Net Hire Ratio represents the number of new hires for every termination in the reporting period. It is the sum of new hires divided by the sum of terminations.

Voluntary Termination are terminations where the reason selected is in the Voluntary Category.

Involuntary Termination are terminations where the reason selected is in the Involuntary Category.

Transfer information is not included; for that information, look at our RPT - Transfer Listing job aid.

Running the Report

To get to this report, type **DSH – Trended Turnover Summary** in the Workday search bar. Click on the report name.
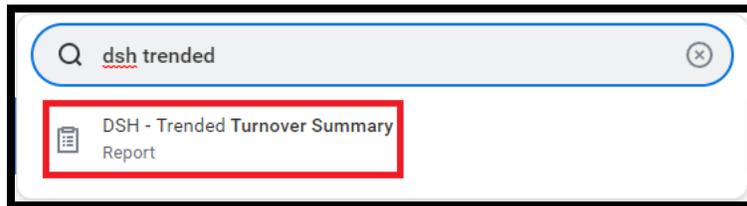
NOTE: This report will only show data for organizations that you have visibility to. For example, a Manager will only see their organizations. Someone with indirect reports such as a Vice President, has visibility all the way down their hierarchy (based on the organizations chosen in the prompt).

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Prompts

DSH - Trended Turnover Summary

Start Date   * MM/YYYY   ①

End Date   * MM/YYYY

Organization   * ②
- ✕ Supervisory Organization: JM-Office of the Chief Operating Officer ...
- ✕ Supervisory Organization: Office of the Chief Operating Officer ...

Include Subordinate Organizations ☑ ③

Job Family Group ④

Worker Type ⑤

Job Profile ⑥

Management Level ⑦

OK   Cancel

① EFFECTIVE DATES

You must choose a start and end date for the time period.

② ORGANIZATION

You can narrow down your search by supervisory organization. Type your name in the box and hit Enter. Choose both your PM and JM organizations.

③ 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.

④ JOB FAMILY GROUP

You can choose which job family group for which to view turnover. Example: Provider, Nursing. If left blank, it shows all groups.

⑤ WORKER TYPE

You can choose whether to include employees or contingent workers. If left blank, it shows both.

⑥ JOB PROFILE

You can choose which job profile for which to view turnover. If left blank, it shows all profiles.

⑦ MANAGEMENT LEVEL

You can choose which management levels for which to view turnover (example: Director). If left blank, it shows all profiles.

*****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

TABLE

The data is displayed by year (if you chose multiple years) and by Job Family Group.

Year	Job Family Group	Total											
		Opening Headcount	End Headcount	Average Headcount	Total Hires	Total Terminations	Net Gain/Loss	Net Hire Ratio	Voluntary Terminations	Involuntary Terminations	Total Turnover Percentage	Voluntary Percentage	Involuntary Percentage
2021	Support Services	1,680	1,833	1,757	362	300	62	1.20	269	31	0	0	0
2021	Research	39	40	40	5	11	-6	0.45	10	1	0	0	0
2021	Provider	731	772	752	76	61	15	1.24	54	7	0	0	0
2021	Nursing	5,738	6,040	5,889	1,317	1,284	33	1.02	1,178	106	0	0	0

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**.

ANALYTICS USING EXCEL

You can export the report to Excel and use Excel's Pivot Table and Pivot Chart functionality to see the data in aggregate. Click on the Excel button on the top right corner of the report to export.

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

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