Manager insights hub

Purpose

To provide managers with a centralized view of all employee lifecycle transactions—such as hiring, job changes, and terminations—helping them track progress and take action where needed.

Overview

The **Manager Insights Hub** in Workday offers:

- A consolidated dashboard of all **Hire to Retire** activities
- Visibility into the **status of transactions**
- Quick access to pending actions and historical records

This tool is especially useful for monitoring where each process stands and ensuring timely completion of tasks.

Step-by-Step Instructions

Step 1: Access Manager Insights Hub

- Log in to Workday.
- Use the **Search bar** to type and select **Manager Insights Hub**.

Step 2: Review Transactions

- View all transactions related to your team members:
    - **Job Changes**
    - **Terminations**
    - **Hires**
- Each transaction includes status indicators (e.g., In Progress, Completed).

Step 3: Take Action

- Click into any transaction to:
    - View details

- Complete pending steps
- Track progress across the workflow

Note:

- The Manager Insights Hub is designed for **visibility and efficiency**.
- It helps managers stay informed and proactive in managing their teams.
- This feature is especially useful during periods of high activity like onboarding or restructuring.