









YOUR GUIDE TO WORKDAY REPORTING

Quick Reference Guide

With this helpful guide, easily find Workday report options to get you the information you need to make insightful workforce decisions. Whether you need to calculate basic data or create complex reports, this guide will get you to the right resource fast.

Category	Report Name	Report Type
Absence 	All Worker Time Off	Advanced
	My Team's Upcoming Time Off	Advanced
	Time Off Results Detail	XpressO
	Time Off Results by Period	XpressO
	Time Off Results Summary	XpressO
	Workers Currently on Leave	Advanced
	Vacation Usage	Advanced
Accounting & Payroll 	Earning Deduction Register	Advanced
	Earning Register	Advanced
	Pay Calculation Results for a Period	Advanced
	Tax Filing Periodic Data	XpressO
	Tax Filing Quarterly Data	XpressO
Benefits 	Open Enrollment Status Report	XpressO
	Enrollment Count	XpressO
New Hire 	New Hire Employment Reports	Advanced
	New Hire Turnover	Matrix
	Offer Letters	BIRT
	Quarterly New Hire	Trending
Recruiting 	Headcount and Open Position Analysis	Matrix
	View Open Positions	Advanced
Termination & Turnover 	Quarterly Terminations	Trending
	Quarterly Turnover by Organization	Trending
	Termination by Race and Gender	Matrix
	Trended Turnover Details	Advanced
	Trended Turnover Summaries	Matrix
Time Tracking 	My Team's Reported Time	Matrix
	My Team's Scheduled Hours	Matrix
	Overtime Distribution	Matrix
	View Time for Worker	XpressO
	Timesheet Deadline Compliance	Matrix
	Review Time by Week for Worker	XpressO
	Time Block Audit	Advanced
Year-end Review 	Compensation Changes Report	Advanced
	Employee Review Summary	Trending
	Employee Review Template Eligibility	Advanced
	Merit Process - Employee Details	Advanced
	Merit Statements	BIRT
	Talent Cards	BIRT
	Year-end Statements	BIRT

Report Types

Advanced reports

Enable you to perform primary business and related object actions to compute, filter, group and display your data.

Matrix reports

Similar to pivot tables and crosstabs, these allow you to configure cells to display summary values where groupings intersect. Ideal for identifying correlations, predicting future behaviors, and validating assumptions about your organization.

Trending reports

Take matrix reporting to the next level. Configure a time period as well as report on trends in worker data, such as compensation, headcount, and span of control.

BIRT reports

Business Intelligence and Reporting Tools enable you to design and use business form layouts to meet specifications required by your organization.

XpressO reports

A Workday delivered report that cannot be copied.

GET WORKDAY REPORTING SUPPORT NOW.

[Contact us today!](#)

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To access reports, go to into the Workday Tenant and type each report name in the search bar.