FIND EMPLOYEE JOB PROFILE IN WORKDAY

Description: This job aid provides faculty and staff managers instructions on where to find your employees' job profiles in Workday.

Applies to: Faculty and Staff Managers

Note: Fields not specified in this document are to be skipped or left blank.

Organizations

Management Chain

FIND YOUR EMPLOYEE'S JOB PROFILE IN WORKDAY

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Job Details

Job Details

Employee ID

Position

Supervisory Organization

Verify that your employee's Workday Job Profile and Job Description accurately reflect the employee's position and objectives.

- 1. Type the employee's name in the search box and select their employee profile.
- 2. From the profile menu, select Job.

Dept Administrator

Actions

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 Hover over Job Profile and click Related Actions (ellipsis) to see the Job Profile Summary and Job Description.

Manager History

				Business Title	D	ept Administ	rator		
		E Overview		Job Profile Dept Administr		rator 🚥 [3]			
	Ē			Job Family	S	Staff > Administrative Support			
	•	Contact		Employee Type	S	aff			
	ඵ	Personal		Management Level	In	dividual Con	Job Profile		
						Dept Administrator			
							Job Profile Summary	Oversee adminis progran manage and ext	es daily o tration, n admini er for ini* ernal org
N fc	Note : Work with your HR Business Partner for guidance with resolving discrepancies.							events, adminis judgme regular Disclair function	projects trative ont and d support ner (in S

There is one generic Workday Job Profile per title. It may differ from your employees' specific job/position descriptions. In some cases, managers may also maintain specific job/position descriptions for employees after consulting with HR.



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MANAGERS

