

Workday – Turnover Dashboard Reports

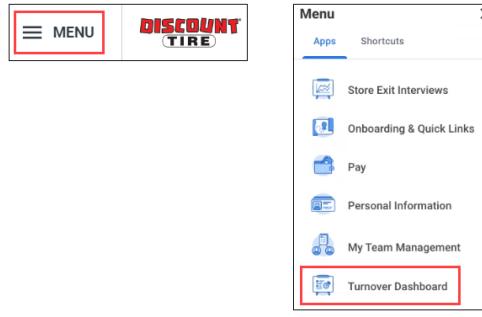
Description This document details the process for executives, Store Managers, and regional offices to use when accessing and reviewing the real-time Turnover Dashboard reports. Using the Turnover Dashboard report will help in understanding turnover in a store or region.

Available reports based on your role include:

- PT Store Termination YTD
- Part-Time Turnover – SVP Regions – Rolling 12 Months
- Part-Time Turnover – SVP Totals – Rolling 12 Months (only available for Senior Vice Presidents)
- Full-Time Turnover – All Regions (only available for Senior Vice Presidents, Regional Vice Presidents, and Regional Office Managers/Admins)
- Part-Time Turnover – Company Total (only available for Senior Vice Presidents and Regional Vice Presidents)
- PT Active Employee – 12+ Months Tenure
- PT Employee Headcount – YTD
- Store Promotions PT to FT – YTD
- Rescinded Hire Counts – Turnover

Accessing the Turnover Dashboard Reports

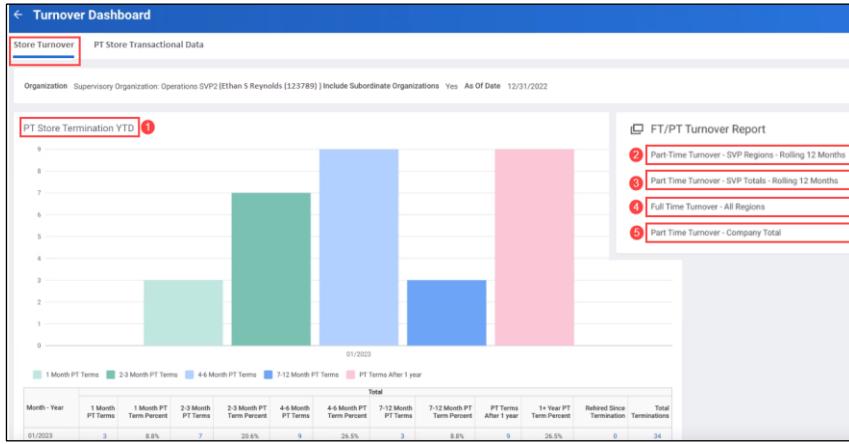
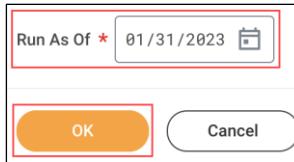
Follow the steps below to access the Turnover Dashboard reports.

Step	Action
1	Log in to Workday using your Okta/Windows username and password. 
2	On the home page, click Menu in the upper-left to expand the options and then click Turnover Dashboard . 
3	A page will display with two tabs in the upper-left corner of the screen. 

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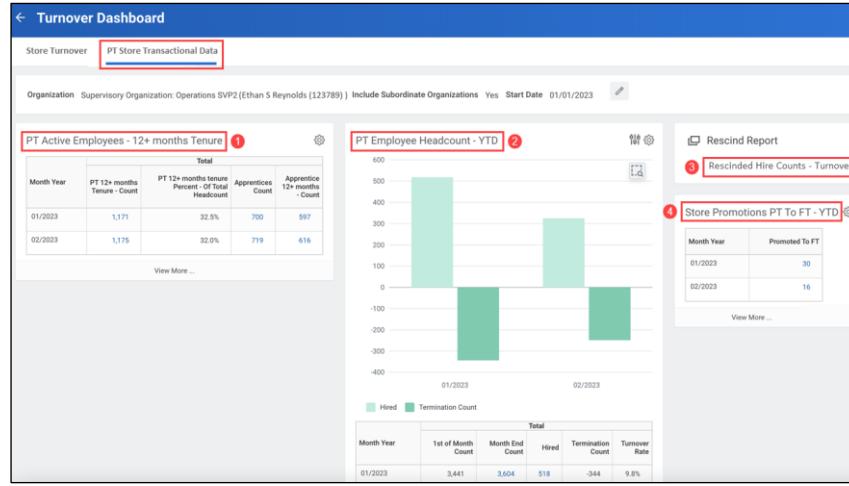
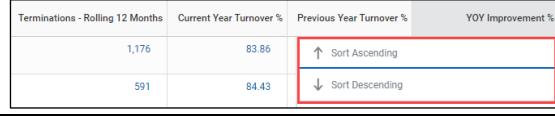
Accessing the Turnover Dashboard Reports

Step	Action
4	<p>On the Store Turnover tab, the following reports are available:</p> <ol style="list-style-type: none"> 1. PT Store Termination YTD: Year-to-date part-time store employee terminations broken down by various time periods 2. Part-Time Turnover – SVP Regions – Rolling 12 Months: Part-time store employee turnover for a rolling 12 months that includes turnover percent for current and previous years with year-over-year change 3. Part-Time Turnover – SVP Totals – Rolling 12 Months: Part-time store employee turnover for a rolling 12 months broken down by each SVP (only available for Senior Vice Presidents) 4. Full-Time Turnover – All Regions: Full-time store employee turnover broken down by each region that includes year-over-year change (only available for Senior Vice Presidents, Regional Vice Presidents, and Regional Office Managers/Admins) 5. Part-Time Turnover – Company Total: Part-Time employee turnover totals for all store employees broken down by rolling 12 months, turnover percent for current and previous years, and year-over-year change (only available for Senior Vice Presidents and Regional Vice Presidents) 
5	<p>The Part-Time Turnover – Rolling 12 Months, Full-Time Turnover – All Regions, and Part-Time Turnover – Company Total reports allow you to change the date parameters for the report.</p> <ol style="list-style-type: none"> 1. To change the default date, click the calendar icon and select a different date. 2. Click the OK button. <p>Reminder: You may see data fluctuations when viewing the reports because it provides real-time data.</p> 

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Accessing the Turnover Dashboard Report

6	<p>On the PT Store Transactional Data tab, the following reports are available:</p> <ol style="list-style-type: none"> 1. PT Active Employee – 12+ Months Tenure: Number and percent of part-time store employees with 12 months or more tenure that also includes the number of Sales Apprentice 2. PT Employee Headcount – YTD: Year-to-date part-time store employee total headcount with number hired and termed 3. Store Promotions PT to FT – YTD: Year-to-date part-time to full-time store promotions 4. Rescinded Hire Counts – Turnover: Number and percent of year-to-date store employee rescinds by month 
7	<p>For various reports, you may:</p> <ul style="list-style-type: none"> • Click the Export to PDF or Export to Excel icons to save and review the dashboard information • Click a column header and then Sort Ascending or Sort Descending to change how the information on the page is sorted 

Contact

For further assistance, contact DTC_HRIS@discounttire.com.