

# Reports

## **Finding SPS Reports via Search in Workday:**

To search for and run a report in Workday, search the name of the report in the Search bar. Most reports start with “SPMS”. Workday will only show you reports allowed for your security.

Click on the report name (i.e. *SPMS Time Off by Period*), to run the report.

Depending on the report, Workday will prompt the user to fill in specific reporting criteria such as Superior Organization (Sup Org), Pay Period Start Date or End Date, etc.

Once the required fields have been completed, click the OK button to run the report.

The results will be displayed and can be sorted using the filter icon in the right corner. The file can also be exported in an MS Excel document for more sorting options by clicking the Excel icon.

Depending on the size of the report running you may get the “Notify Me Later” message when the report is running. If you get this message, it is important that you select “Notify Me Later”, name your report and click ‘OK’. This will allow you to move on to other activities and your report will finish in the background. Once it is complete, a message will appear on the right side of the screen and you can find the report in your “My Reports” part of Workday.

### **Hints to running reports faster:**

- The system will work faster for all when everyone uses the “Notify Me Later” option for large reports. As a result, reports will take less time for anyone in the system.
- Limit your report runs to the specific sup org you need for the report, larger sup org reporting takes more time to complete.
- Do not run the same report multiple times if it is not completing as you expect. Usage and the report type impact the time reports take to run.

# Reports

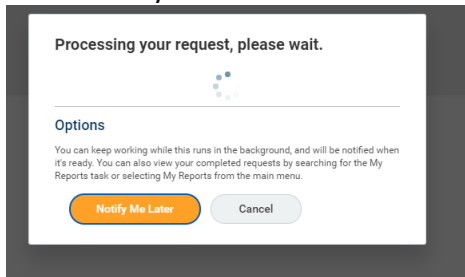
## Report Instructions:

For all support staff using reports in SPS, please make sure that you are clicking the “**Notify Me Later**” box when it appears. This option comes up when the report will take more than 20-30 seconds to run. When you select “**Notify Me Later**”, it will get you a chance to name the report, then click OK.

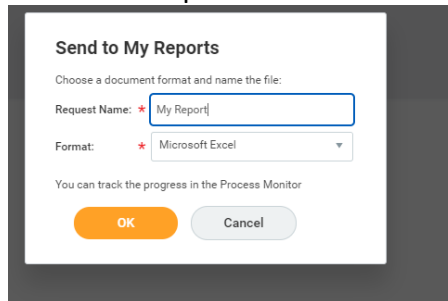
This “**Notify Me Later**” box appears when a report will take extra time to run. This allows you to move on to other work in SPS while the report is running/compiling. After completing, the report will show up: in the top right hand side of the screen if you are still logged into SPS or you can check in your “**My Reports**” listing when you sign into SPS again later. You can get to My Reports by clicking on your cloud or photo on the upper right hand side of the Home or Profile page in SPS.

If you let the report run without using “**Notify Me Later**”, the system can get overloaded and slow down for other tasks. This will make all reports take longer and impact employee usage.

### Click “Notify Me Later”



### Name the report



Go to *My Reports* in the dropdown list to find your report

