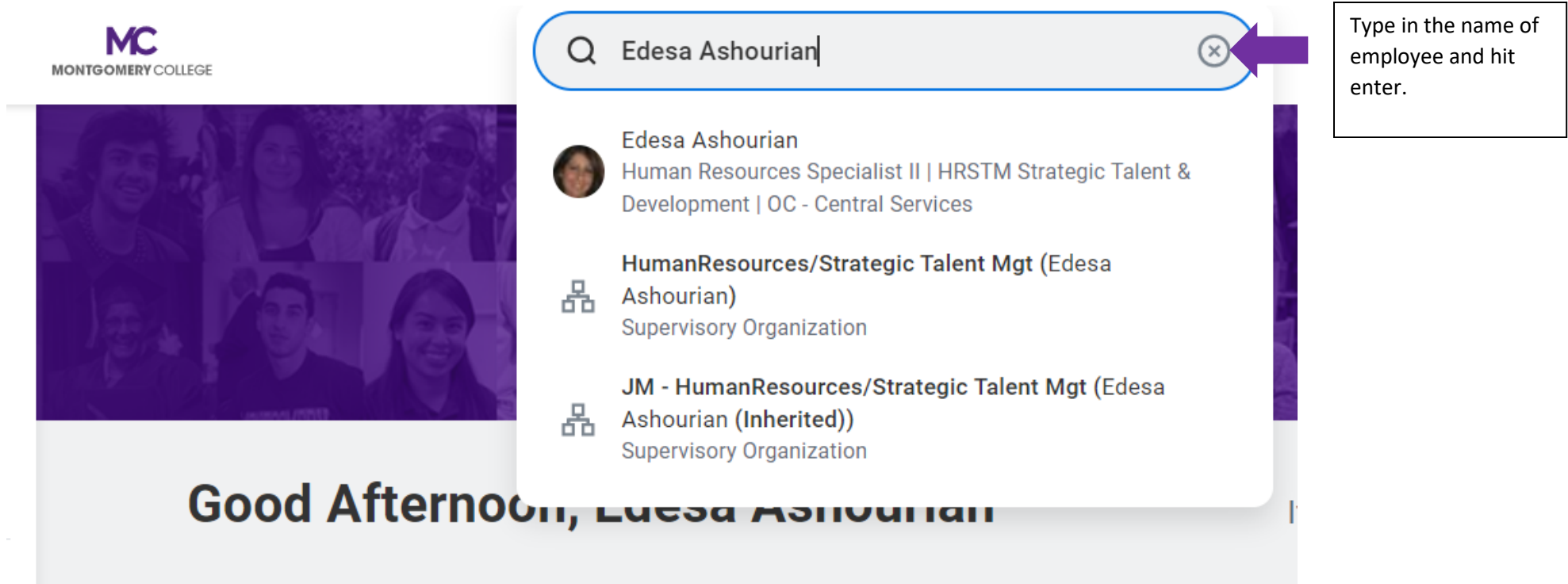


Check Employee Status in Workday

Workday Reference for Managers

Overview

Use this job aid as a resource to check active employee status in Workday.



The screenshot shows the Workday search interface. At the top left is the Montgomery College logo. A search bar contains the text "Edesa Ashourian" with a magnifying glass icon on the left and a close button (an 'x' in a circle) on the right. A purple arrow points to the close button. Below the search bar, a dropdown menu displays search results. The first result is a profile card for Edesa Ashourian, including a profile picture, name, and title: "Human Resources Specialist II | HRSTM Strategic Talent & Development | OC - Central Services". Below this are two organizational hierarchy items, each with a small tree icon: "HumanResources/Strategic Talent Mgt (Edesa Ashourian) Supervisory Organization" and "JM - HumanResources/Strategic Talent Mgt (Edesa Ashourian (Inherited)) Supervisory Organization". To the right of the search bar, a white box with a black border contains the text: "Type in the name of employee and hit enter." Below the search results, a large purple-tinted image shows a grid of employee photos. At the bottom of the image, the text "Good Afternoon, Edesa Ashourian" is visible.

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The screenshot shows the Workday interface. On the left is a navigation menu with three items: 'Saved Categories' (with a dropdown arrow), 'Recruiting' (with a blue circle containing the number 5), and 'People' (with a blue circle containing the number 3). A purple arrow points to the 'People' item. On the right, under the heading 'People', there is a list of employees. The first entry is for 'Edesa Ashourian', an Employee, with a profile picture and a blue arrow pointing to her name. Below her name is her job title: 'Human Resources Specialist II | HRSTM Strategic Talent & Development (Lauren Landau) | OC - Central Services'.

Under categories, select "People"

Click on the Employee profile.

The screenshot shows the full employee profile for Edesa Ashourian. On the left is a purple sidebar with a profile picture, name, title, and 'Actions' (Email, Team) buttons. Below are menu items: Summary, Overview, and Job. The main content area has a white header with 'Manager Lauren Landau' and 'Location OC - Central Services'. Below this is a 'Job Details' section with the following information: Organization: Montgomery College (Jermaine Williams) >> HRSTM Strategic Talent & Development (Lauren Landau); Business Title: Human Resources Specialist II; Employee Type: Staff; Location: OC - Central Services. At the bottom is a 'Contact Information - Public' section with an 'Email' field.

Review employee job title and profile.

If you do not see an employee profile in Workday, this means the employee was separated or was never an employee of the College.