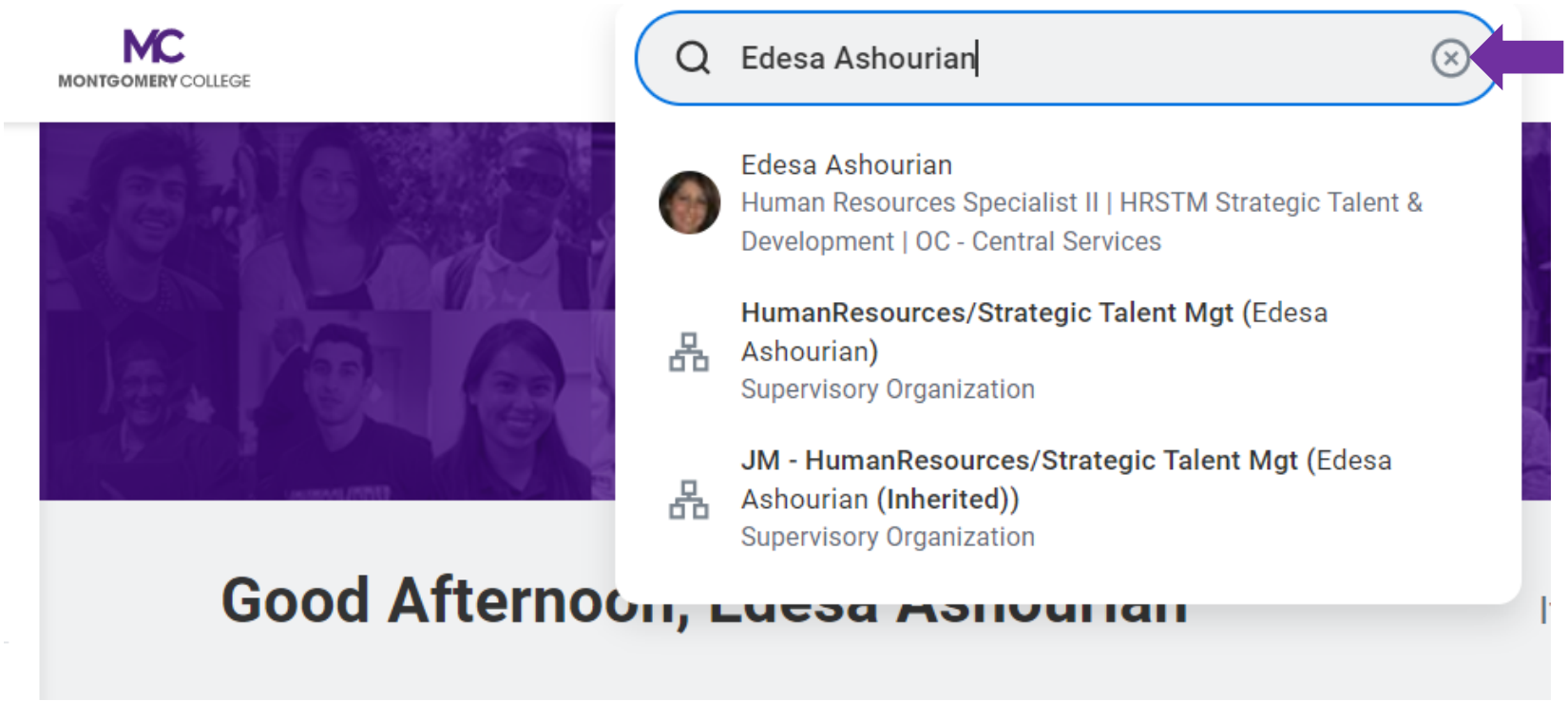
Check Employee Status in Workday

Workday Reference for Managers

Overview

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



Type in the name of employee and hit enter.

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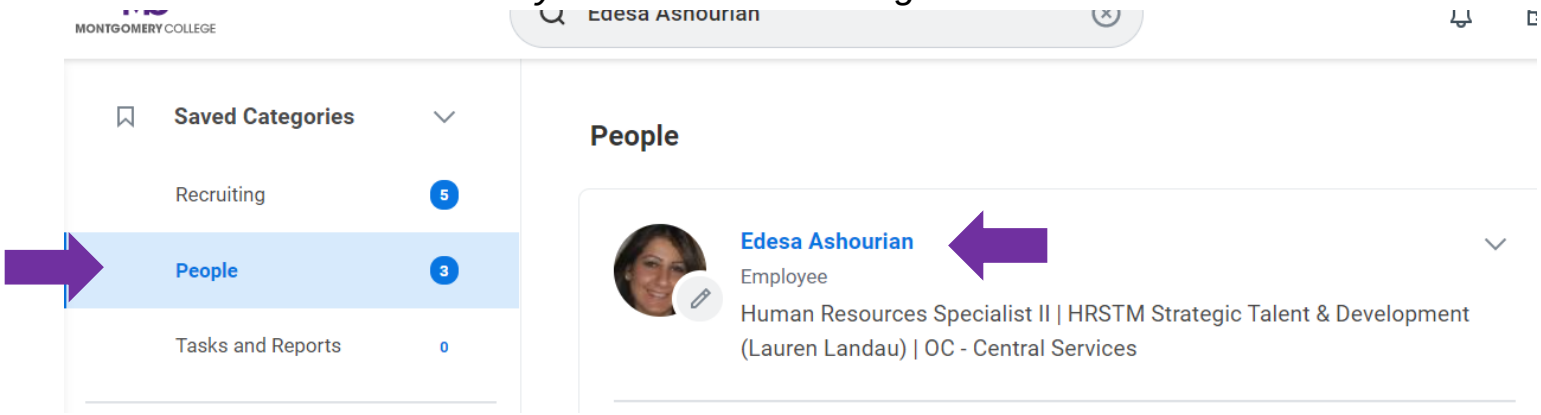
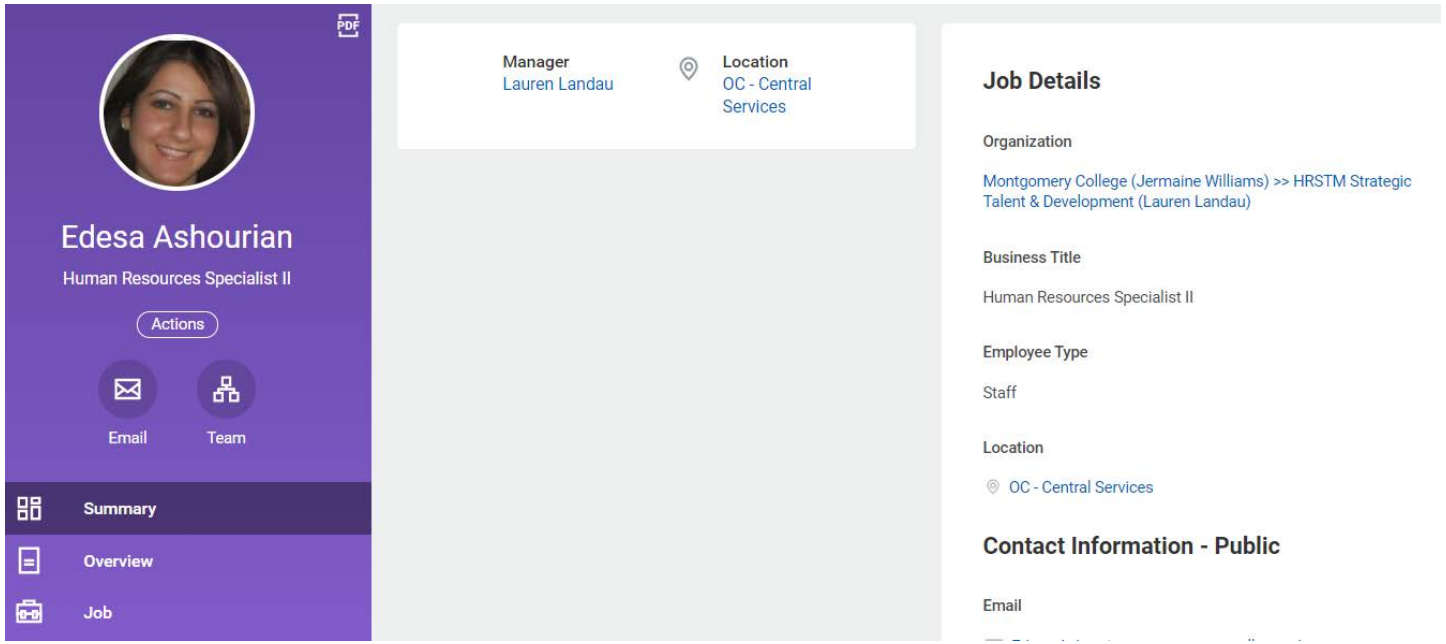


Under categories, select "People"

Click on the Employee profile.



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.