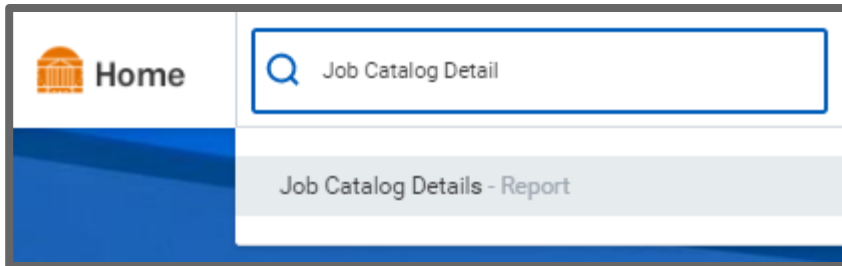


When a manager needs to research the various job categories and job families, he / she reviews the job catalog formerly on the O Drive (for Medical Center) or on the HR website (for Academic).

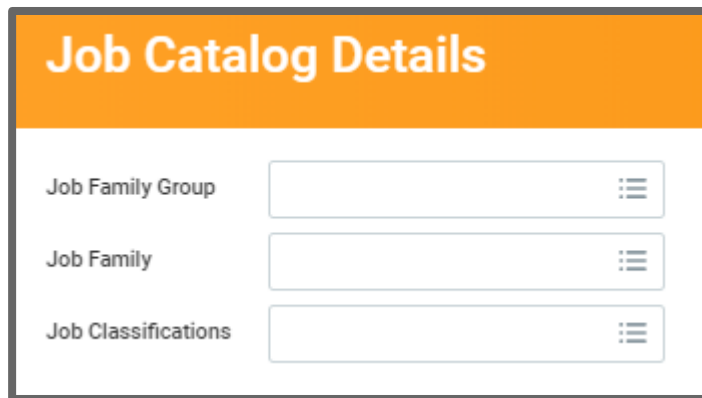
The information is currently housed in Workday and can be run by any manager by following these steps. The information in the report should only be viewed by manager and above.

Generate Reports

1. From search, type **Job Catalog Details** and click on the menu option that comes up.

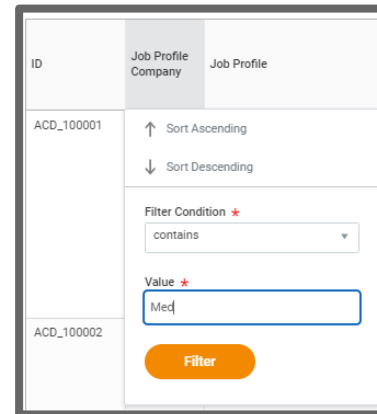


2. If you would like to pre-filter the list to best meet your needs, fill in search terms for **Job Family Group**, **Job Family**, and **Job Classifications**. Then click OK.



Filter Reports

To filter the report to fit your needs, you can click on the title(s) and enter a search value.




Filter on as many columns as needed.

Review the information on screen, or you can export to Excel so you can manipulate the data further. **Please note:** Any filters you added will not export to the excel file. When you are review the Excel file, you can refilter.

To export to Excel, click the Excel button at the top of the report.



Tip: To generate the full catalog, leave all fields blank and then click **OK**.



After exporting to Excel, add filters to the spreadsheet to easily filter on column headers (i.e. Division, Job Profile, Salary Range, etc.).