Overview

This Quick Reference Guide (QRG) is designed to walk users through using the Time Limited column in the Workforce Planning sheet in Adaptive Planning.

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Use the Time Limited Column

The Time Limited column can be used in the Workforce Planning Sheet to identify time restricted assignments. Time restricted assignments have a start and end date.

The Time Limited column should be populated with a "Yes" to indicate a time limited assignment; otherwise, the column should be left blank.
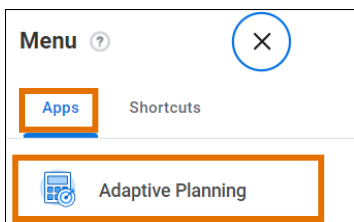
1. Log into Workday.

On the **Workday Home** screen:

2. Click on **Menu**.

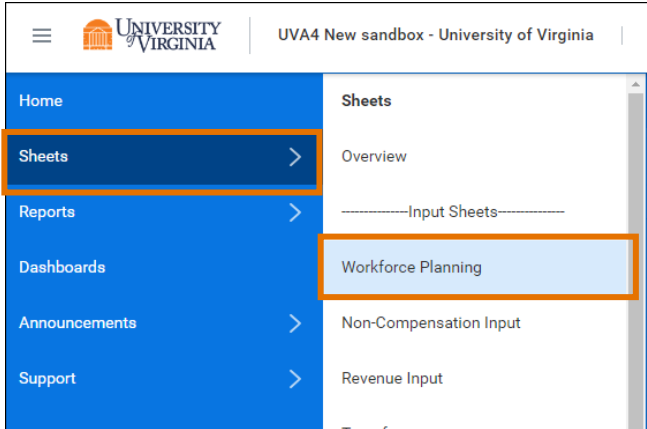3. Click on **Apps** (if not selected), then select **Adaptive Planning**.

|	
NOTE	You must be on the VPN to access the Adaptive Planning app.

4. Click on **Adaptive Planning**.

On the **Adaptive Planning** screen:

5. Select the **Global Navigation** ▤ Icon at the top left of the screen.

6. Select **Sheets** from the menu, then **Workforce Planning** from the list of Sheets.

On the **Workforce Planning** sheet:

7. Find the row that you want to mark as time limited.

8. Scroll to the **TIME LIMITED** column.

9. Click in the cell and select **Yes**. (Click the arrow next to **All** to expand it, if needed.)
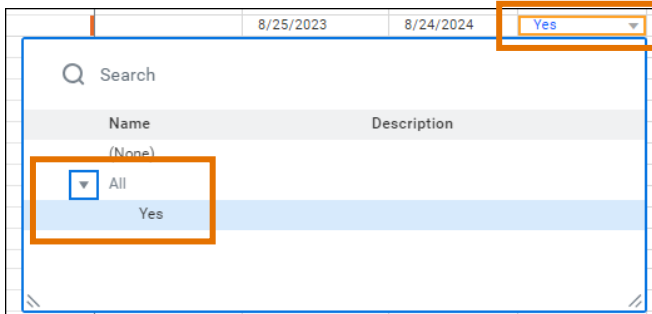
10. Click **Save** to save your changes.

		💡 You can hide the Time Limited column if do not need it or choose not to use it. Click the Display Options ▤ icon on the toolbar, go to the **Hide Columns** tab, and select the **Time Limited** column check box.
HINT		

Select the Time Limited Filter in Reports

The Time Limited filter is available on:

- The *Prompting Parameters* (filters) page for all the Compensation reports, except:
  - Fringe Assumption Rates
  - Employees with Contract End Date
  - Faculty with Primary Appointment End Date

- The *Drill Intro* list for <u>all reports</u>, however, it is most applicable to Workforce Planning data

Depending on the report, this filter can help you:

- Identify time restricted assignments and see information associated with those restricted assignments
- Compare restricted vs non-restricted assignments

The <u>example</u> below runs the *MYFP Parameters and CAGR (Drill Thru)* report.
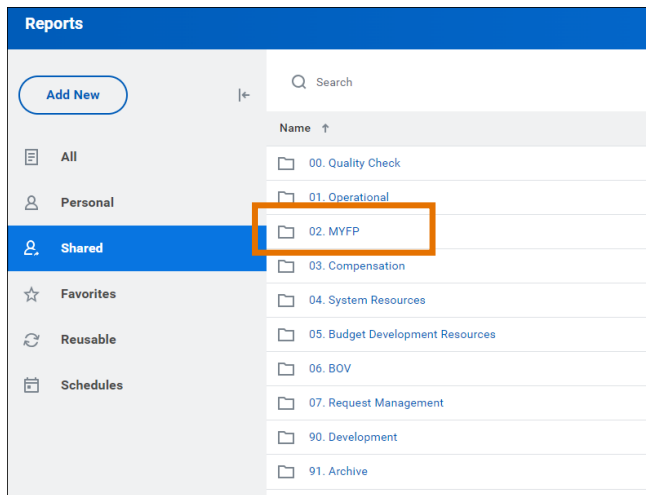
On the **Adaptive Planning** screen:

1. Select the **Global Navigation** [icon] Icon at the top left of the screen.
2. Select **Reports** from the drop-down menu.

[NOTE]	You must be on the VPN to access the Adaptive Planning app.

On the **Reports** screen:

3. Click **Shared**.
4. Select **MYFP** from the list of report categories.

5. Select **Drill Thru**.

6. Select **MYFP Parameters and CAGR (Drill Thru)**.

   The Select Prompting Parameters page displays.

7. Select the parameters for running the report (e.g., cost center, and/or gift, grant or designated worktag).

   For help navigating reports, see the [Navigation in Adaptive Reports QRG](#).

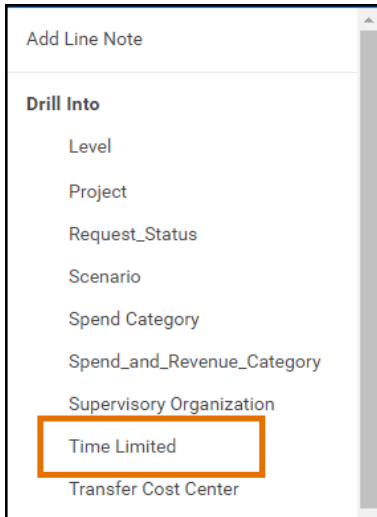| Select Prompting Parameters	
MYFP Parameters and CAGR (Drill Thru)	
Activity Group	Activity Group ▼
Activity Cluster	Activity Cluster ▼
Activity Center	Activity_Center ▼
Level (CC)	Top Level ▼
FD Source Group	FDH080 UFM Operating Funds ▼
Budget thru Time	Jun-2024 ▼
Base Budget	FY2024-BOV ▼
Budget for Forecast	Working Budget ▼
FD	Fund ▼
GF GR DN	Gift Grant Designated ▼
PJ	Project ▼

Run Report   Cancel

8. Click **Run Report**.

   The report results display.

9. Right-click an item highlighted in blue text (e.g., under Uses > Compensation) to display a subsequent list of filters.

USES					
Compensation					
Comp-Staff (Rollup)	-	-	-	1,948,031	-
Salaries-Classified Staff	-	-	-	355,790	
Salaries-University Staff	-	-	-	1,592,241	
Comp-Wages (Rollup)	-	-	-	43,826	
Wages-Other	-	-	-	7,500	
Wages-Staff	-	-	-	36,326	
Subtotal Compensation	-	-	-	1,991,857	-

10. Scroll down the list and select **Time Limited**.

The filtered results display.

11. Continue to drill down and filter the report as needed. For example, in this report, right-click the row for the Time Limited amount and select **Emp Name** to show the employees with the time limited assignments.
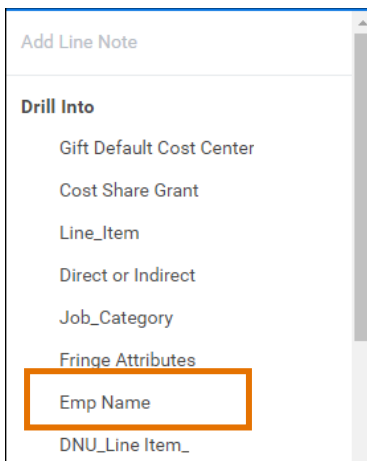
The filtered results display.

MYFP Parameters and CAGR

	Actuals					Year to date as of Jun-2024					
	FY2020	FY2021	FY2022	FY2023	CAGR	YTD Actuals	FY2024-BOV	Actuals vs Base	Working Budget	Actuals vs…	FY2
▼ Emp Name (Rollup)	-	-	-	-	-	-	-		156,530	156,530	15
	-	-	-	-	-	-	-		86,466	86,466	8
	-	-	-	-	-	-	-		70,064	70,064	7

12. Click the **Return to Undrilled Report** ↶ icon on the toolbar to return to the original report results.