



Manager Job Aid: Running RN Degree Report for Department

Updated: December 2024

Home - Workday

myworkday.com/uva/d/home.html?reloadToken=a1e417dcc79e55696266f28311219ce1cbac355e0a0327bddb9d3af160e4dd58

MENU Home

Search: Nursing Degree

- Highest Nursing Degree Analysis Report
- Highest Nursing Degree Magnet Report
- Highest Nursing Degree Magnet Report
- Nurse Practice Report

Good Morning, Luella M C

Timely Suggestions

You Have a New Payslip
Review your payslip information to ensure accuracy

View All Apps

Start from your Workday home screen.
In the search bar, type in "Nursing Degree..." and the report entitled *Highest Nursing Degree Magnet* will pop up.
Click on it.

Highest Nursing Degree Magnet

Instructions Please note that filter selections are not connected and can conflict, causing no data to be returned.

Effective as of Date

Registered Nurse (Magnet Definition)

Company

Supervisory Organization

Include Subordinate Organizations

Cost Center

Job Family Group

Job Family

Job Profile

Management Level

Leave the "Effective as of Date" to blank to default to today's date.

Click the checkbox for "Registered Nurse (Magnet definition)" to capture all RNs.

Click "OK"

You can export to Excel by clicking here. Filters will be exported along with the data.



> Details

Governance of this report is owned by Professional Nursing Staff Organization (PSNO) Support. If you have questions about this report, please email askhr@virginia.edu

51 items



Employee ID	Position ID	Full Name	Last Name	First Name	Business Title	Job Profile Name	Job Profile	Job Family	Job Fa
					Inpatient Charge Nurse	Inpatient Charge Nurse	MC_102579 - Inpatient Charge Nurse	Inpatient Registered Nurses	Registe
							MC_100299 - RN Clinician 2	Inpatient Registered Nurses	Registe
							MC_100299 - RN Clinician 2	Inpatient Registered Nurses	Registe
							MC_100315 - RN Clinician 4	Inpatient Registered Nurses	Registe
							MC_100299 - RN Clinician 2	Inpatient Registered Nurses	Registe
					RN Clinician 2	RN Clinician 2	MC_100299 - RN Clinician 2	Inpatient Registered Nurses	Registe

Your direct reports with at least one RN degree will show on this screen.

BE AWARE of the double scroll bar! You will need to **scroll down** in order to **scroll right** to see RN degree details.

This is what your Excel export will look like.
You can make columns narrower or hide them to make it easier to read.

	A	B	C	D	E	F	G	H
1	Highest Nursing Degree Magnet							
2	Effective as of Date							
3	Registered Nurse (Magnet)	Yes						
4	Company	UVA Medical Center						
5	Supervisory Organization							
6	Include Subordinate Orgar	No						
7	Cost Center							
8	Job Family Group							
9	Job Family							
10	Job Profile							
11	Management Level							
12	Show only Workers who d	No						
13	Show only Workers with at	No						
14	Wo							
15								
16								
17								
18						Business Title	Job Profile Name	
19						Inpatient Charge Nurse	Inpatient Charge Nurse	MC_102
20						RN Clinician 2	RN Clinician 2	MC_100
21						RN Clinician 2	RN Clinician 2	MC_100
22						RN Clinician 4	RN Clinician 4	MC_100
23						RN Clinician 2	RN Clinician 2	MC_100
24						RN Clinician 2	RN Clinician 2	MC_100

Data will include:
Employee ID, Name, Job Profile, FTE, Email, Hire Date,
Highest Nursing Degree (last column), School, Year
Degree Received, *BSN Pending* Certification for condition
of employment tracking, and more

Questions?

Email NPGO@uvahealth.org