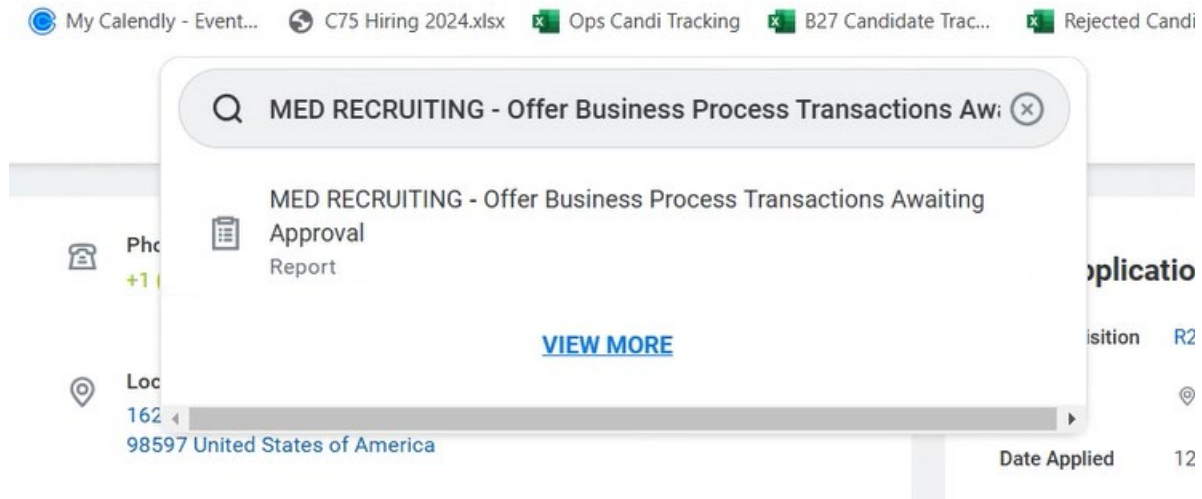
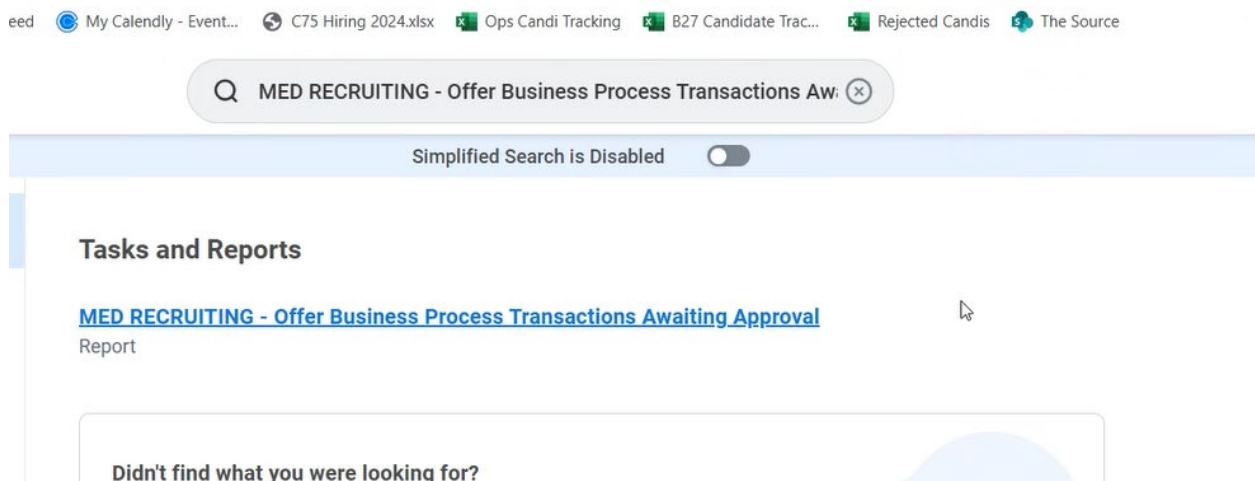


How to Run a Pending Offer Approvals Report

- You will want to type in “MED RECRUITING - Offer Business Process Transactions Awaiting Approval” in the search bar of Workday and click “enter”



- The below screen will come up and you will want to click into the report



- Once you click into the report, the below screen will come up
 - You will want to input the “Location” and then press “enter” so the location sticks (*Note* - you can input multiple “Locations”)
 - After you have inputted all your locations for the report, you will then want to click “OK”

MED RECRUITING - Offer Business Process Transactions Awaiting... ✕

Start Date

End Date

Awaiting Persons

Location

Country

Search Results (1)

☒ OPS- Lacey, WA C75

Cancel OK

- After you click “OK” you will see the below screen. You will then want to click on the icon below that says “Export to Excel” to receive an excel copy of the report
 - (*Note* - The below report will list every division and department. You can either drill down on the report in Workday to get the information you need or “Export to Excel” to manipulate the data)
 - (*Note* - if data is getting sent out, please only send data with the headers, “Action Event, Job Req, Candidate, Awaiting Persons, and Days Since Assignment”)

Menu

Med Recruiting - Offer Business Process Transactions Awaiting Approval

219

Med Recruiting - Offer Business Process Transactions Awaiting Approval

161

Location

OPS- Lacey, WA C75

4 Items

Grid

Table

Filter

Print

Export to Excel

Download

Fullscreen

Action Event	Job Req	Candidate	Awaiting Persons	Role Assigned To	Workers Possibly Assigned Next	Date and Time Initiated	Days Since Initiated	Export to Excel	Assignment	Hiring I
Offer for Job Application: Christopher Martin - R2408588 Warehouse Operator (C160638)	R2408588 Warehouse Operator (C160638)	Christopher Martin	Adam Lachat		Adam Lachat (On Leave)	01/03/2025 02:26:00.983 PM	10	6	Allison	
Offer for Job Application: Isaiah Waxman - R2400486 Warehouse Operator (C191261)	R2400486 Warehouse Operator (C191261)	Isaiah Waxman	Maryam Nielsen		Maryam Nielsen	01/09/2025 09:19:20.511 AM	5	5	Rene D	
Offer for Job Application: Dominic Vassallo - R2400486 Warehouse Operator (C206983)	R2400486 Warehouse Operator (C206983)	Dominic Vassallo	Maryam Nielsen		Maryam Nielsen	01/09/2025 09:19:48.207 AM	5	5	Rene D	
Offer for Job Application: Jordan Hubbard (Internal) - R2411118 Inventory Coord (C177281)	R2411118 Inventory Coord (C177281)	Jordan Hubbard (Internal)	Kyle Craig		Kyle Craig	01/10/2025 08:23:03.400 AM	4	0	Brooke	