

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 screenshot shows a search results page in Workday. The search bar at the top contains the query "MED RECRUITING - Offer Business Process Transactions Awaiting Approval". Below the search bar, there is a list of results. The first result is titled "MED RECRUITING - Offer Business Process Transactions Awaiting Approval Report". To the right of this title is a "VIEW MORE" link. The result is displayed on a card with a light gray background. On the left side of the card, there are icons for "Phone" and "Email", followed by the text "+1". On the right side, there are icons for "Position" and "Date Applied", followed by the text "R2" and "12". Below the card, there is a list of locations: "162" and "98597 United States of America".

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

The screenshot shows the "MED RECRUITING - Offer Business Process Transactions Awaiting Approval" report in Workday. At the top, there is a message "Simplified Search is Disabled" with a toggle switch. Below this, there is a section titled "Tasks and Reports". Under "Tasks and Reports", there is a link titled "MED RECRUITING - Offer Business Process Transactions Awaiting Approval Report". A cursor arrow is pointing towards this link. At the bottom of the page, there is a message "Didn't find what you were looking for?".

- Once you click into the report, the below will 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... X

Start Date	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 5px; margin-bottom: 5px;" type="text"/> MM/DD/YYYY ...
End Date	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 5px; margin-bottom: 5px;" type="text"/> MM/DD/YYYY ...
Awaiting Persons	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 5px; margin-bottom: 5px;" type="text"/> ...
Location	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 5px; margin-bottom: 5px;" type="text"/> ... <div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; background-color: #f9f9f9; margin-top: 5px;"> X OPS- Lacey, WA C75 ... Search Search Results (1) ... </div>
Country	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 5px; margin-bottom: 5px;" type="text"/> ...

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 219

SEARCH MED RECRUITING - Offer Business Process Transactions Aw: X

PRINT PDF

MED RECRUITING - Offer Business Process Transactions Awaiting Approval ... 15

Location	@ OPS- Lacey, WA C75	Export to Excel	Days Since Assignment	Hiring					
4 items						
Action Event	Job Req	Candidate	Awaiting Persons	Role Assigned To	Workers Possibly Assigned Next	Date and Time Initiated	Days Since Initiated	Days Since Assignment	Hiring
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