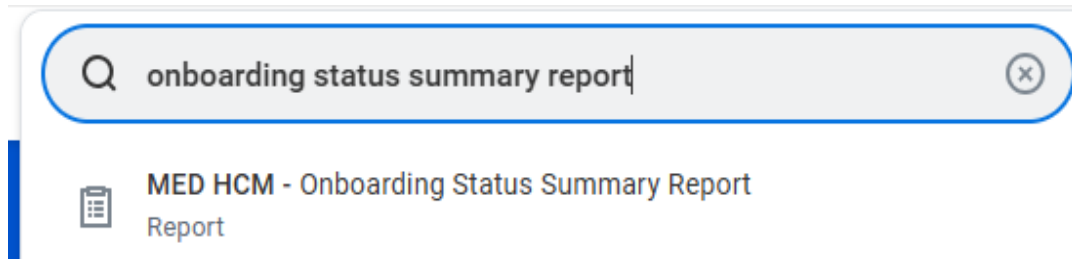# Medline Onboarding Status Summary Report

1) Search for the "MED HCM – Onboarding Status Summary Report" report in the Workday search bar

   Note: Managers can also access this report on the My Team Management Dashboard under the "View" section.



2) Once selected, a screen with prompts will appear.
3) Fill out the prompts as needed



4) Once you click OK, the Onboarding Status Summary Report will show results based on the prompts.
5) Key Data Columns:
   a. **Onboarding Steps in Progress:** Onboarding steps that have not been completed
   b. **Overdue:** Identifies if the employee has overdue onboarding tasks. Overdue tasks are when there are pending tasks on or after the employee's start date.
6) You can sort or filter on columns to organize the data.
7) As employees complete their tasks, they will fall off the report.