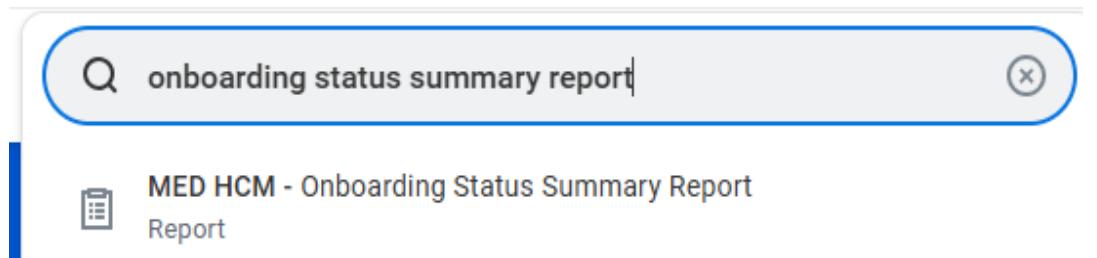


Medline Onboarding Status Summary Report

- 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

A screenshot of a configuration dialog box for the 'MED HCM - Onboarding Status Summary Report'. The title bar says 'MED HCM - Onboarding Status Summary Report' and has a close 'X' button. The main area contains instructions: 'This report will show in-progress onboarding tasks for employees, including future hires.' and 'If your employee does not appear on the report it means they have completed all of their onboarding tasks or have not yet been hired.' Below the instructions are several input fields with dropdown menus:

- Worker
- Country
- Work Location
- Division
- Supervisory Organization
- HR Partner

Below these are two checkboxes:

- Active Only? (checked)
- Overdue? (unchecked)

At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

- 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.