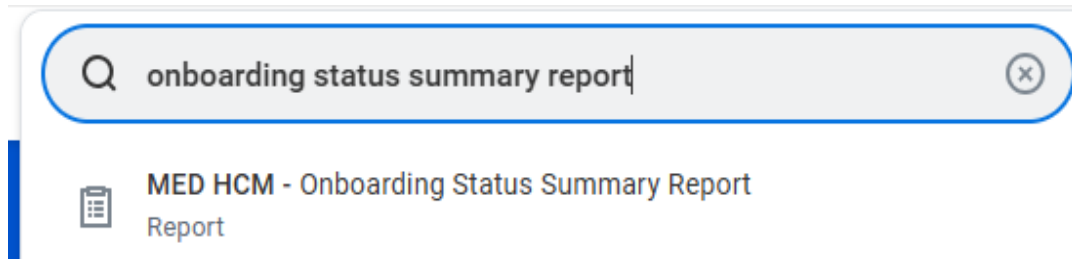


# Medline Onboarding Status Summary Report

- 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 the 'MED HCM - Onboarding Status Summary Report' configuration screen. The screen has a title bar with the report name and a close button. Below the title bar is a link 'View Report Definition'. The main content area has a section titled 'Instructions' with the following text: 'This report will show in-progress onboarding tasks for employees, including future hires. 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. Important Note: Completion of the pending tasks on this report are critical to ensure compliance with Medline's policies and procedures.' Below the instructions are several input fields: 'Worker', 'Country', 'Work Location', 'Division', 'Supervisory Organization', and 'HR Partner', each with a dropdown menu icon. There are also two checkboxes: 'Active Only?' which is checked, and 'Overdue?' which is unchecked. At the bottom right 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.