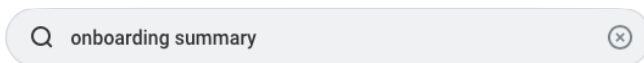


# Onboarding Summary Report

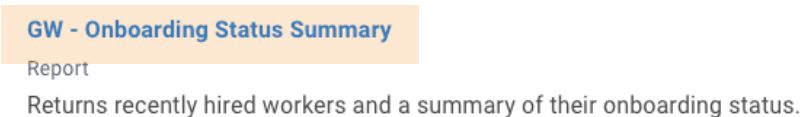
Team members are considered fully onboarded when they have completed all of their mandatory tasks in Workday. The Onboarding Summary Report will show how many of these tasks are completed. You can learn more about what tasks are mandatory in the [New Hire Onboarding Check List](#) on page 13.

## Access the Report

1. Search “onboarding summary” in the search bar

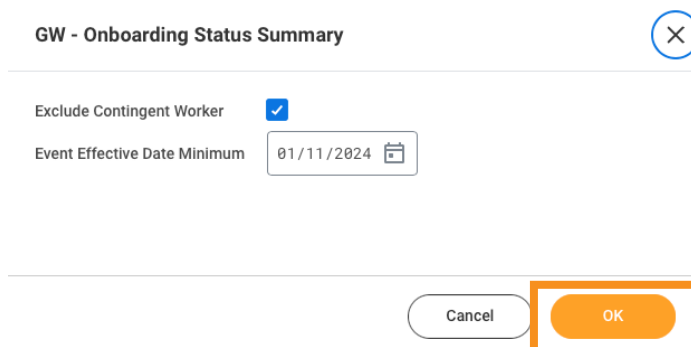


2. Choose **GW - Onboarding Status Summary**




**Pro Tip:** Add this report to the **Shortcut** section of the **Menu** for quick access.

3. Choose **OK**.



# The Report

View the report in your browser or download it by choosing the download button  from the right corner.

Sort and filter the data in the report by clicking on the box in the title row.

Employee ID	Worker	Hire Date	Most Recent Term Date	Position	Onboarding Progress	Not Started	In Progress	In Progress For >1 Day	Completed
223	Aaron	03/18/2024		Assistant Store Manager	93%	Change Benefit Elections Change My Photo Edit Licenses To Do: Add Certifications To Do: Food Handler's Certificate To Do: Set Employee Availability in Humanity	Change Emergency Contacts		Change Self-Identification of Disability Change Veteran Status Identification Complete Federal Withholding Elections Complete Form I-9 Complete State and Local Withholding Elections More (9)
223	Abrian	04/03/2024		Retail Merchandise Processor	0%	Change Benefit Elections Change Emergency Contacts Change My Photo Change Self-Identification of Disability Change Veteran Status Identification More (10)	Edit Government IDs Enter Home Contact Information Enter Legal & Preferred Names Enter Personal Information Home Contact Change More (3)		
222	Abriel	02/05/2024		Retail Sales Associate	89%		Approval by Manager		Change Benefit Elections Change Emergency Contacts Change Self-Identification of Disability Change Veteran Status Identification Complete Federal Withholding

Use this column to determine how long the tasks have been incomplete.

Mandatory onboarding documents that need to be completed.

Percentage to completion - There should be a green circle to show successful completion