

Run Onboarding to be Initiated Report

Overview

This report displays a list of the employees who are currently located in the Hired in SAP folder within the SAP segment of the Talent Pipeline. The information can be used to determine which employees require Onboarding to be initiated.

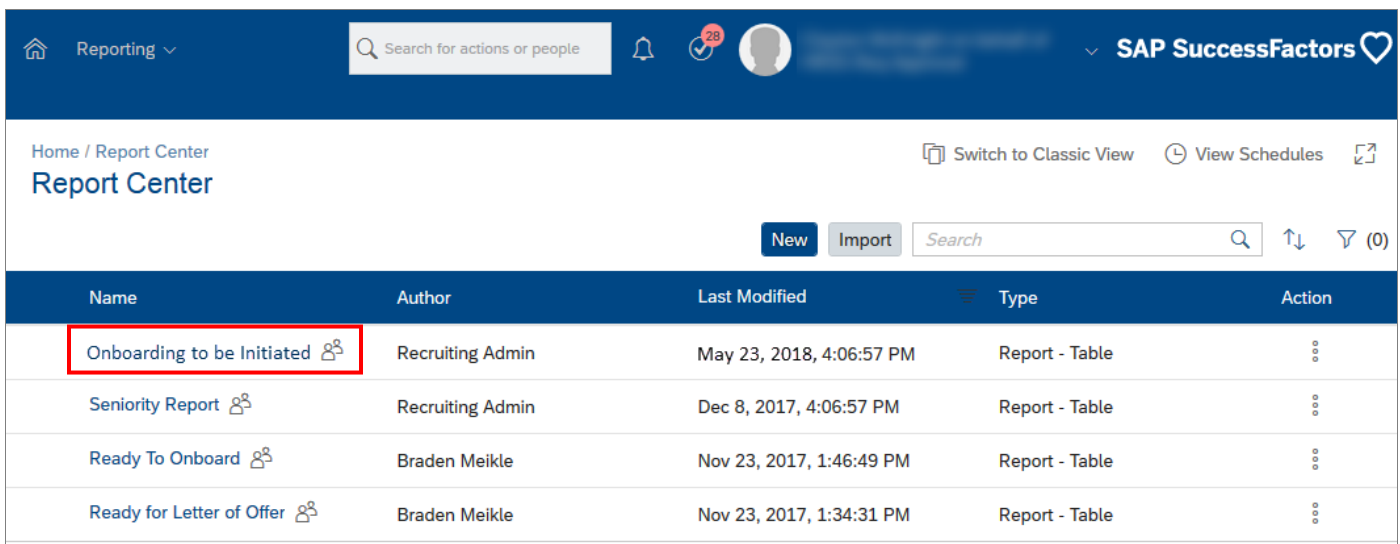
Procedure

1. Click the **Home** menu and select **Reporting** from the drop-down.



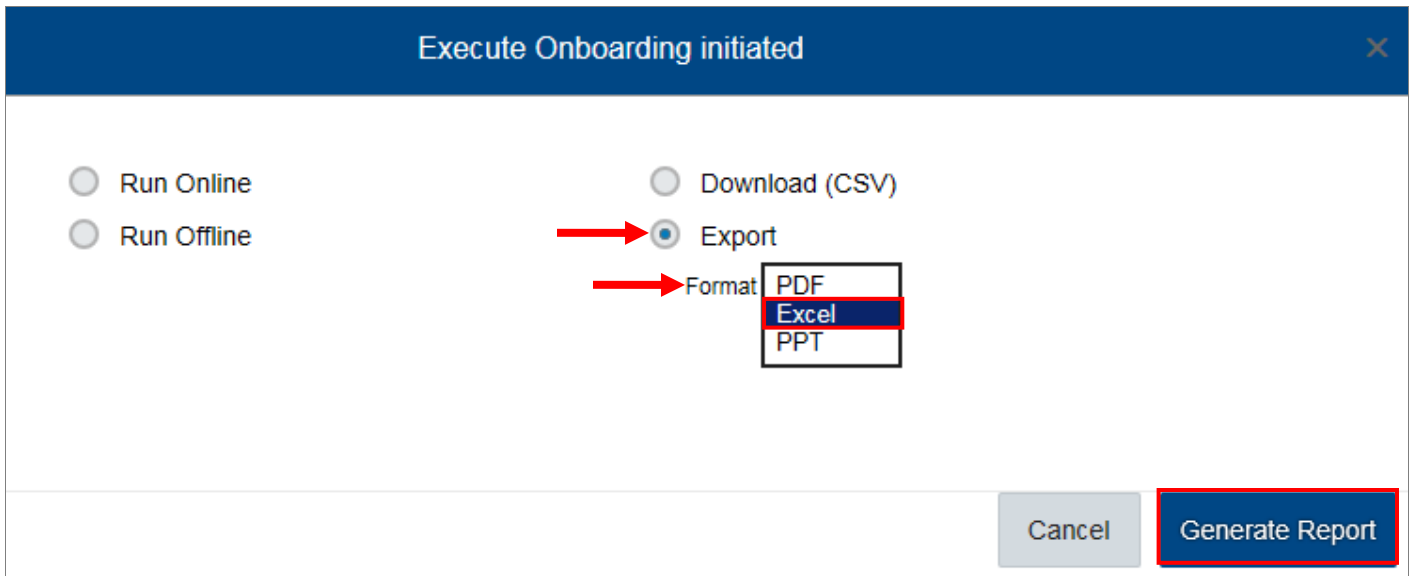
The *Report Center* screen appears.

2. Click **Onboarding to be Initiated** in the **Name** columns.



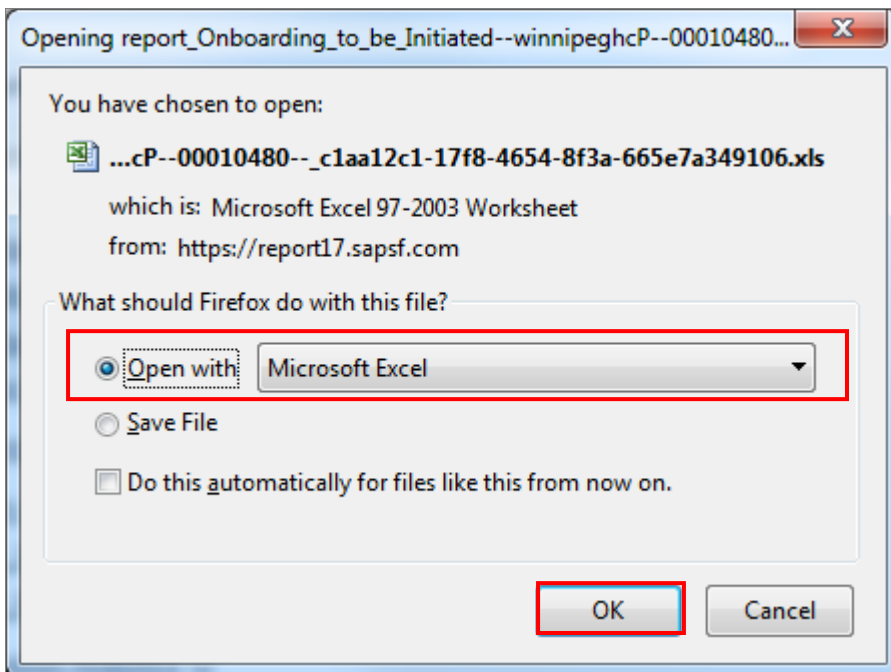
The *Execute Onboarding to be Initiate...* pop-up window opens.

3. Click the **Export** radio button and then select **Excel** from the **Format** drop-down menu.
4. Click **Generate Report**.



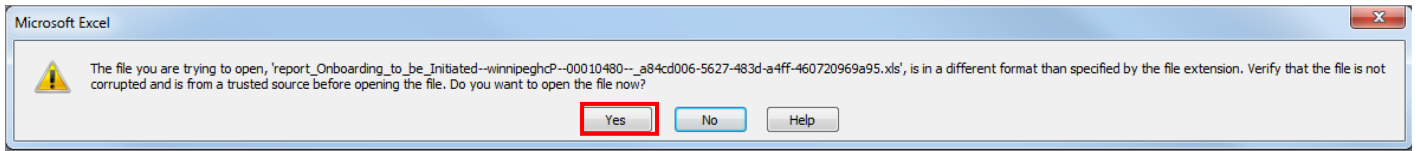
The *Opening report* pop-up window opens.

5. Ensure the default selection, **Open with Microsoft Excel** displays.
6. Click **OK**.



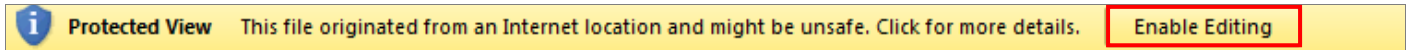
The *Microsoft Excel* pop-up warning message opens.

7. Click **Yes**.

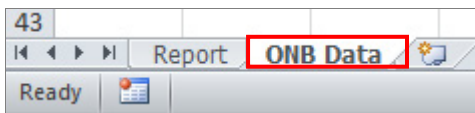


The report opens in Excel and the *Protected View* message displays in a yellow bar at the top.

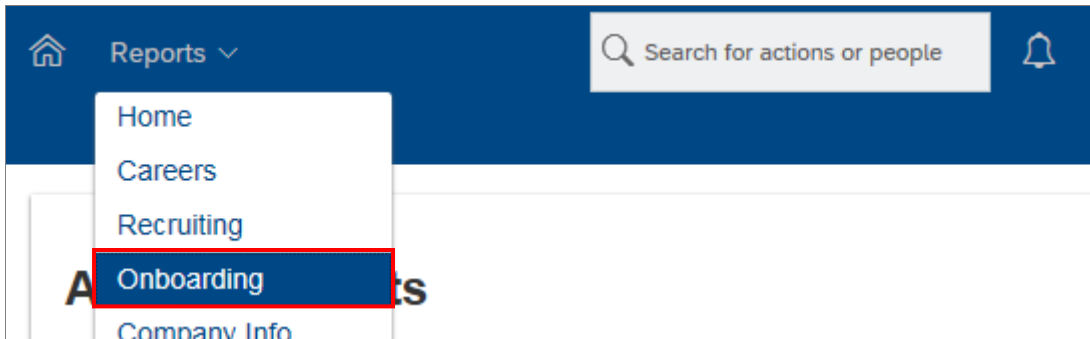
8. Click **Enable Editing**.



9. Create a new worksheet tab and name it **ONB Data**.



10. Click the **Home** menu and select **Onboarding** from the drop-down.

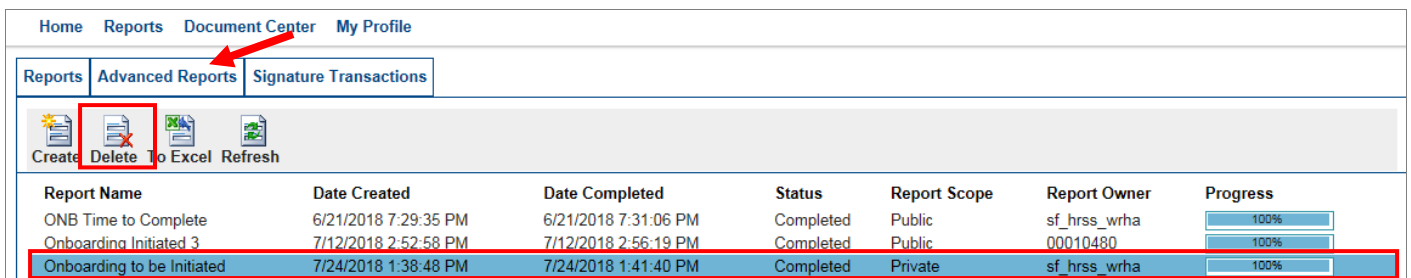


The *Onboarding Dashboard* appears.

11. Click **Advanced Reports**.

The existing instance of the report will display in the list of reports, and must either be deleted or renamed before a new report is generated.

12. Click the row for the **existing report**, and then click **Delete**.



13. Click **Create**.

Report Name	Date Created	Date Completed	Status
ONB Time to Complete	6/21/2018 7:29:35 PM	6/21/2018 7:31:06 PM	Completed
Onboarding Initiated 3	7/12/2018 2:52:58 PM	7/12/2018 2:56:19 PM	Completed

The *Step 1: Set Report Parameters* pop-up window opens.

14. Enter **Onboarding to be Initiated** in the **Report Name** field.

15. Ensure the remaining settings for *Report Scope*, *Based on Template*, and *Report Template* match the ones displayed below.

16. Click **Next**.

Step 1: Set Report Parameters

Report Name:

Report Scope: Private Public

Based on Template:

Report Template:

<< Back **Next >** Cancel

The *Step 3: Set Report Filter* pop-up window opens.

- Required report fields will appear prepopulated based off of the report template you selected above.

17. Click **Next**.

Note: Do not enter any data in this window.

The *Step 4: Save Report as Template* pop-up window opens.

18. Click **Finish**.

✕

Step 4: Save Report as Template

Now you are able to create the Report. You can save the current report as a template before you finish the wizard.

Template Name:

Template Scope: Private Public

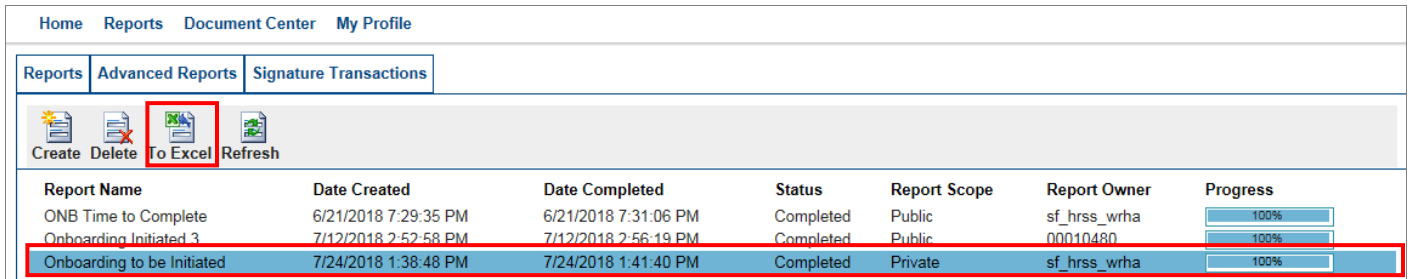
You return to the *Advanced Reports* screen.

19. Click **Refresh**.

- You will see a progress bar on the right of the report row, this determines what percent of the report has been created. Continue to click refresh until the status is 100%.

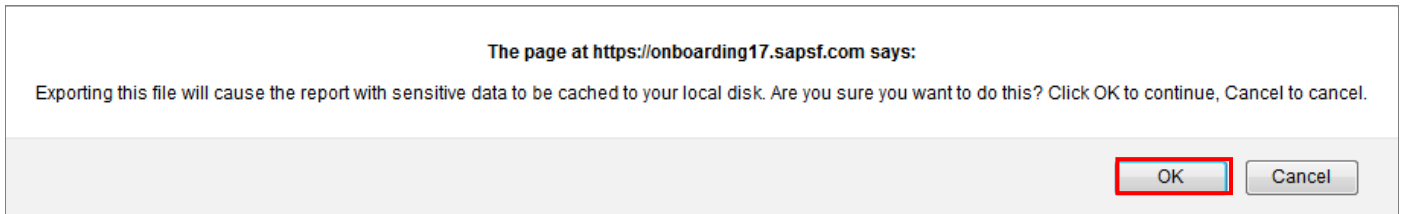
Home Reports Document Center My Profile							
Reports Advanced Reports Signature Transactions							
Create Refresh							
Report Name	Date Created	Date Completed	Status	Report Scope	Report Owner	Progress	
ONB Time to Complete	6/21/2018 7:29:35 PM	6/21/2018 7:31:06 PM	Completed	Public	sf_hrss_wrha	<div style="width: 100%; height: 10px; background-color: #0070c0; border: 1px solid #0070c0;"></div> 100%	
Onboarding Initiated 3	7/12/2018 2:52:58 PM	7/12/2018 2:56:19 PM	Completed	Public	00010480	<div style="width: 100%; height: 10px; background-color: #0070c0; border: 1px solid #0070c0;"></div> 100%	
Onboarding to be Initiated	7/24/2018 1:38:48 PM	7/24/2018 1:41:40 PM	Completed	Private	sf_hrss_wrha	<div style="width: 100%; height: 10px; background-color: #0070c0; border: 1px solid #0070c0;"></div> 100%	

20. Click the **row for your report** and then click **To Excel**.



An *Exporting...* pop-up message opens.

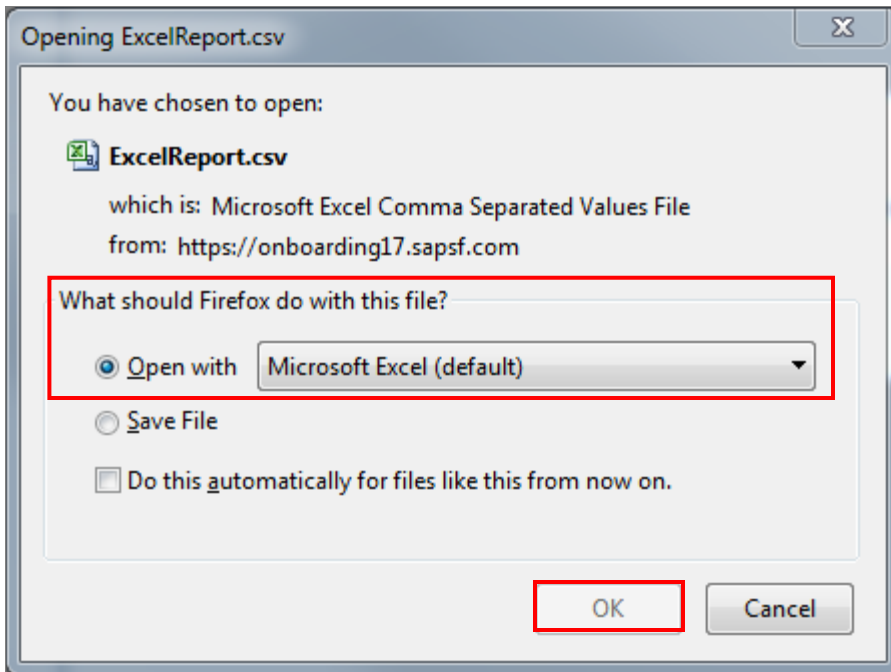
21. Click **OK**.



The *Opening Excel* pop-up window opens should auto select Open with Microsoft Excel. Select OK.

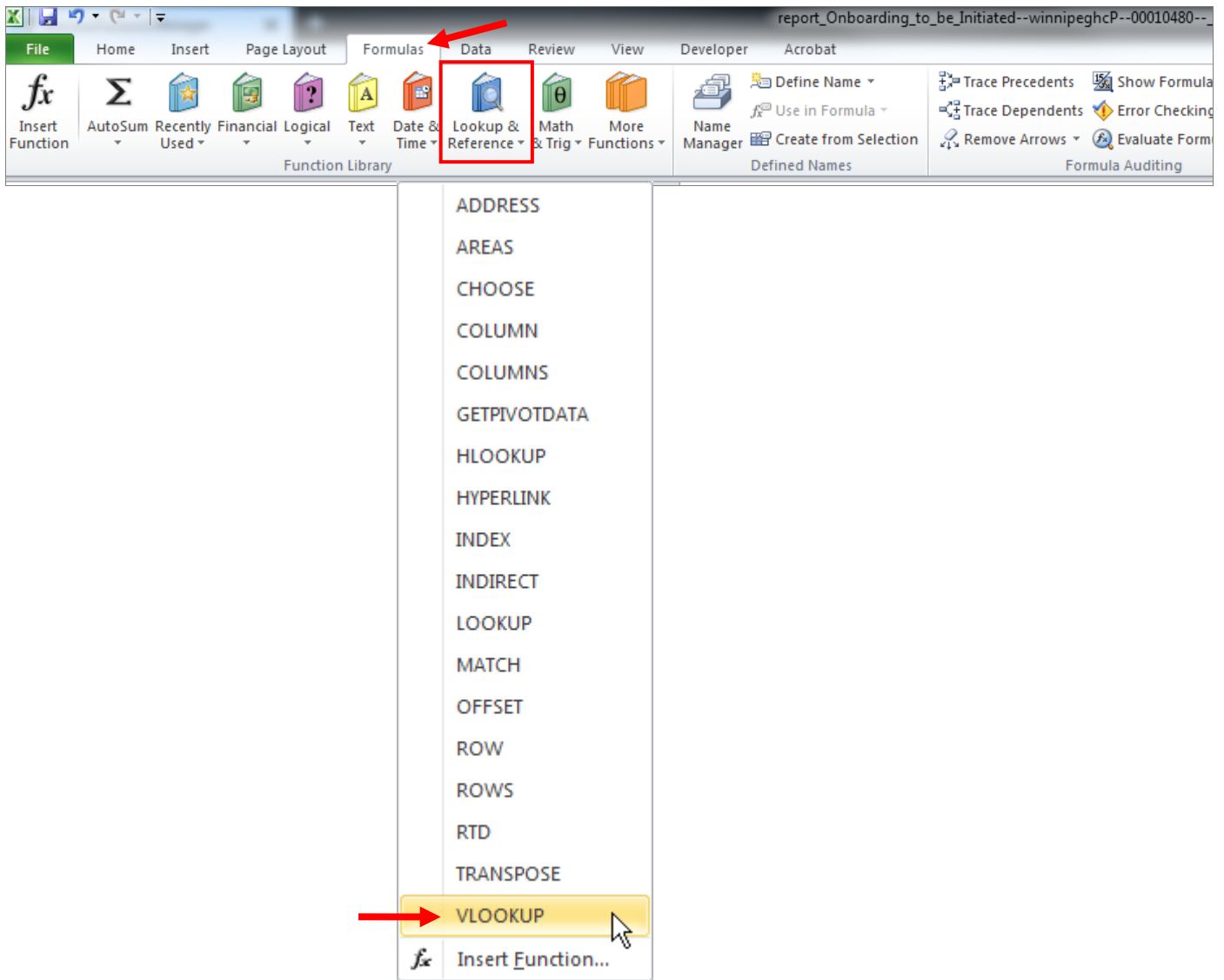
Note: Ensure the default selection *Open with Microsoft Excel* displays.

22. Click **OK**.



Excel opens and displays the report.

- 23. Copy **all data** from the **Onboarding to be Initiated** report and then paste it into the **ONB Data** tab you created within the **Recruiting report**.
- 24. Click the **Report tab** found in the **Recruiting Excel** report.
- 25. Select cell **J2** and then click on the **Formulas** tab in the Excel ribbon.
- 26. Click **Lookup & Reference** and select **VLOOKUP** from the drop-down menu.





The *Function Arguments* pop-up window opens.

27. Click in the **Lookup_value** field and then click **Column header A**.

28. Click in the **Table_array** field, then click the **ONB Data** tab and select all data found in the tab.

- a. Enter a \$ (dollar sign) between the Column letter and Row numbers.

Function Arguments

VLOOKUP

Lookup_value A:A = 8678

Table_array 'ONB Data'!A\$1:D\$3500 = {"JobReqId","EmployeeId","FirstName",

Col_index_num = number

Range_lookup = logical

=

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

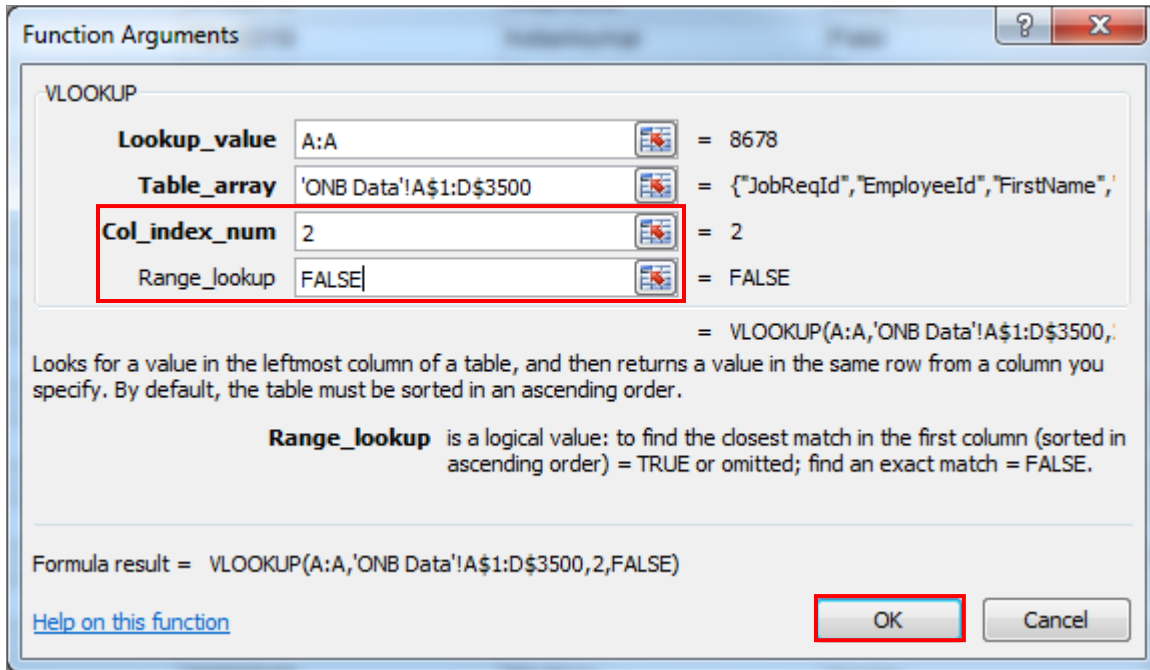
Table_array is a table of text, numbers, or logical values, in which data is retrieved. Table_array can be a reference to a range or a range name.

Formula result =

[Help on this function](#) OK Cancel

Job Req ID	Employee ID	Legal First Name	Last Name	Job Start Date	HR Shared Services Team	HR Shared Services Team	Last Status Change Date
8678	00068594	Marion	Salas	7/27/2018	Pamela	Prashar	7/23/2018 9:58:24 AM
8501	00062213	Rebecca	Bajus	7/30/2018	Ketankumar	Patel	7/23/2018 10:13:36 AM
8541		Darrin	Michaluk	7/7/2018	Pamela	Prashar	7/23/2018 10:47:53 AM
9397		Vanessa	Walton	6/15/2018	Stephanie	Ridley	7/23/2018 10:50:59 AM
3620	00035546	Erwin	Gestuvo	7/24/2018	Ketankumar	Patel	7/23/2018 10:50:16 AM
9702		Melissa	Hadden	7/16/2018	Pamela	Prashar	7/23/2018 9:31:47 AM
8297		Jenica	Jacques	7/24/2018	Arlene	Oystreck	7/23/2018 11:03:23 AM
6466		Angelica	Kempa	7/25/2018	Pamela	Prashar	7/23/2018 11:09:15 AM
7272		sneha	mathew	5/4/2018	Pamela	Prashar	7/23/2018 11:17:25 AM
1279	00041620	Leanne	Marsch	2/27/2018	Pamela	Prashar	4/11/2018 10:48:05 AM
9710	00070789	Andrew	Rambarran	7/20/2018	Arlene	Oystreck	7/23/2018 11:59:53 AM
9467	00062835	Mike	Jolicoeur	8/5/2018	Pamela	Prashar	7/23/2018 12:17:38 PM
9556		Leah	DePape	6/28/2018	Jilldene	Moore	7/6/2018 10:46:59 AM
6192		nettie	friesen	5/15/2018	Pamela	Prashar	5/15/2018 3:25:10 PM
5728	00024970	Julia	DaCosta	6/5/2018	Ketankumar	Patel	6/12/2018 4:24:17 PM
7650	00028037	Darlene	Warcimaga	7/3/2018	Stephanie	Ridley	7/20/2018 4:09:55 PM
8744	00064345	Chantalle	Lapointe	7/13/2018	Arlene	Oystreck	7/23/2018 2:39:32 PM
3129	00069029	Erica	Magnaye	4/28/2018	Stephanie	Ridley	5/1/2018 9:18:33 AM
9756	00010332	Glenda	Rempel	7/13/2018	Stephanie	Ridley	7/23/2018 9:06:41 AM
9579		Sanjida	Newaz	5/21/2018	Jilldene	Moore	7/23/2018 8:50:58 AM
9164	00009014	Laura	Kutcher	7/27/2018	Meghan	Aguiar	7/23/2018 4:33:56 PM
8136	00021251	Sonia	Pires Couto	7/27/2018	Nicholas	Ross	7/23/2018 5:08:44 PM
9395	00026846	Domenico	Zappia	7/27/2018	Jean	Storey	7/23/2018 5:36:53 PM
8709	00040701	Kelly	Bader	7/7/2018	Pamela	Prashar	7/19/2018 10:34:14 AM
8754	00070319	Michael	Pastrana	7/27/2018	Larize	Gaspar	7/24/2018 7:21:02 AM
9840	00006243	Vincent	Lobo	6/17/2018	Larize	Gaspar	7/24/2018 7:56:28 AM
2802		Paige	Boddy	5/28/2018	Pamela	Prashar	5/22/2018 11:19:15 AM
8563		Wendy	Beaman	6/29/2018	Larize	Gaspar	7/19/2018 9:58:43 AM
7491	00033891	Alana	Monaster	7/21/2018	Stephanie	Ridley	7/23/2018 7:38:01 AM
8343	00066844	Melvin	Gonzales	6/29/2018	Larize	Gaspar	7/23/2018 7:58:16 AM
4305	00026074	Brittany	Delorme	5/5/2018	Jean	Storey	6/25/2018 10:47:33 AM
5162	00024942	Joshua	Odufuwa	5/19/2018	Meghan	Aguiar	5/26/2018 1:24:10 PM
8443	00021950	Sheenqui	Espaldon	7/27/2018	Larize	Gaspar	7/19/2018 10:57:43 AM
7436	00068125	Shea	Kosokowsky	5/21/2018	Jean	Storey	5/29/2018 7:31:38 AM
6522	00068509	Joymee	Ceballe	5/22/2018	Krystine	Fajardo	5/26/2018 12:54:00 PM
7415		Mervin	Pagulayan	7/16/2018	Pamela	Prashar	7/20/2018 10:39:40 AM
7068		Inderjil kaur	Sidhu	8/8/2018	Jean	Storey	7/19/2018 11:35:22 AM
5401	00067938	Vanessa	Figueiredo	6/1/2018	Pamela	Prashar	5/29/2018 11:22:45 AM
2209	00066796	Temitayo	Raji	2/14/2018	Jean	Storey	2/21/2018 1:58:33 PM
2203		Melanie	Chapple	7/17/2018	Pamela	Prashar	7/11/2018 9:17:18 AM
7501	00069783	Kenora	Athanaze	6/1/2018	Krystine	Fajardo	6/4/2018 10:19:42 AM
7752	00022789	Antonette	Castro	6/22/2018	Arlene	Oystreck	6/15/2018 2:21:44 PM

29. Click in the **Col_index_num** field and enter the number.
30. Click in the **Range Lookup** field and enter **FALSE**.
31. Click **OK**.



32. Click on **Cell J2** and then,
 - a. Click and hold the solid black square in the bottom right hand corner.
 - b. Drag it down to the last line of your data.

Note:

Column J: If an N/A is found in column J this means that there is a candidate in recruiting that does not exist in Onboarding, this meaning these candidates need to be onboarded and moved to the Hired folder or decision made not to Onboard and move the candidate to the Hired Folder.

Column B (Employee ID): A blank in column B means that this employee is an external and they required Onboarding to be initiated.