workday. HOW TO...

OFFICE OF ORGANIZATIONAL DEVELOPMENT & TRAINING HR TRANSACTIONS

Run Assignment End Date Report



Run this report to view all the end dates for the people assigned to your temporary supervisory organizations.

STEP 1

- **Type** "End date" into the search bar
- Click on "Assignment End Date for Organization"

STEP 2

- Select the supervisory org you wish to view.
- Click "OK"

STEP 3

- Review end dates
- If you want, you can download to excel using the excel icon or print using the print icon
- You can perform the "extend end date" business process using the Twinkie next to the employee's name (refer to how to guide for that process)
- Use your browser's back button to return to the report after each transaction

and date		workday.		
Assignment End Date for Organization - Report				
Compensation Plan Probationary End D Upcoming Tenure F Compensation Plan	Expected End Date Audit - Report ate Extensions - Report Probationary End Dates - Report Assignments with Actual End Dates - Report		\bigtriangledown	
Q end date		workday.		
Assignment End	Date for Organization			
Instructions Please ente	er the supervisory org you wish to check.			
Supervisory Organization	× Organizational :: Training and Development (Temporary) (Charles Martis (Divertine(1))			

 Assignment E 	nd Date for Organization 🚥			
vervisory Organization Org	ganizational Training and Development (Temporary) (Charles Mattei	s (Inherited))		
l items				×
		All Positions / Jobs		
Employee	Position and Job - All Staffing Models	Organization	Frequency	End Employment Date
Jackie Chan	P1005417 Action Movie Star - Jackie Chan	Organizational Training and Development (Temporary) (Charles Mattels (Inherited))	Hourly	03/15/2017
Kanye West	P1005418 Adjunct - Kanye West	Organizational Training and Development (Temporary) (Charles Matteis (Inherited))		02/14/2017
Luke Skywalker	P1005419 Jedi Master - Luke Skywalker	Organizational Training and Development (Temporary) (Charles Matteis (Inherited))	Hourly	04/01/2017
	P1005421 Rebel Fighter - Luke Skywalker (+)	Organizational Training and Development (Temporary) (Charles Matteis (Inherited))	Hourly	03/15/2017

Luke Skywalker 🚥	Actions	Worker Luke S	kywalker	ited))
	Benefits > Business Process >	View Team	Contact	
	Compensation > Job Change >	Transfer, Promote or Change Job	Work Address	
	Manage Work > Organization >	Change Business Title Change Location		
	Payroll >	Add Job	1 Normal Avenue Montclair, NJ 07043 Unit States of America	ed