

## Run Assignment End Date Report

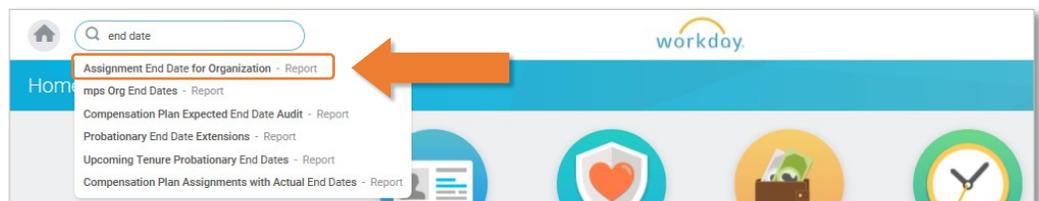


### Notes

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

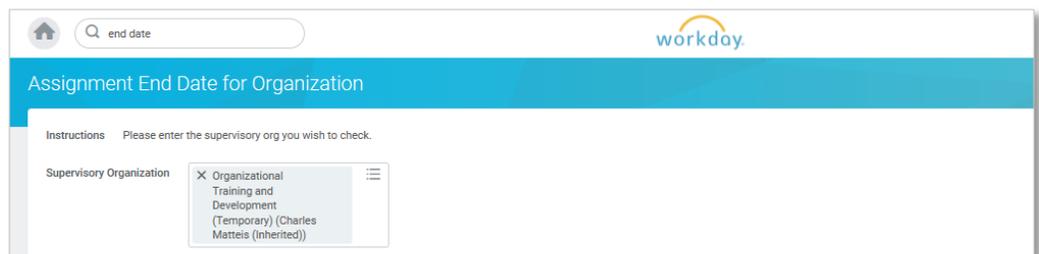
### STEP 1

- **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

