

In Progress Report

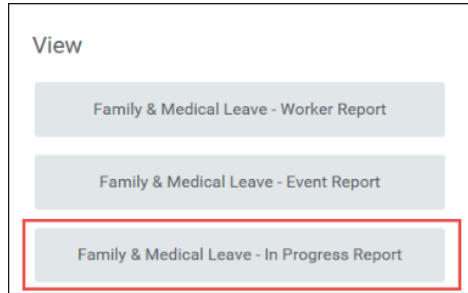
This report displays workers who have items in someone’s Inbox waiting Approve, Deny, or Send Back. The item could be in the employee’s inbox, or in the Absence Partner’s Inbox. This report can be ran by an Absence Partner or an HR Partner.

Step 1: Click on the *Absence*

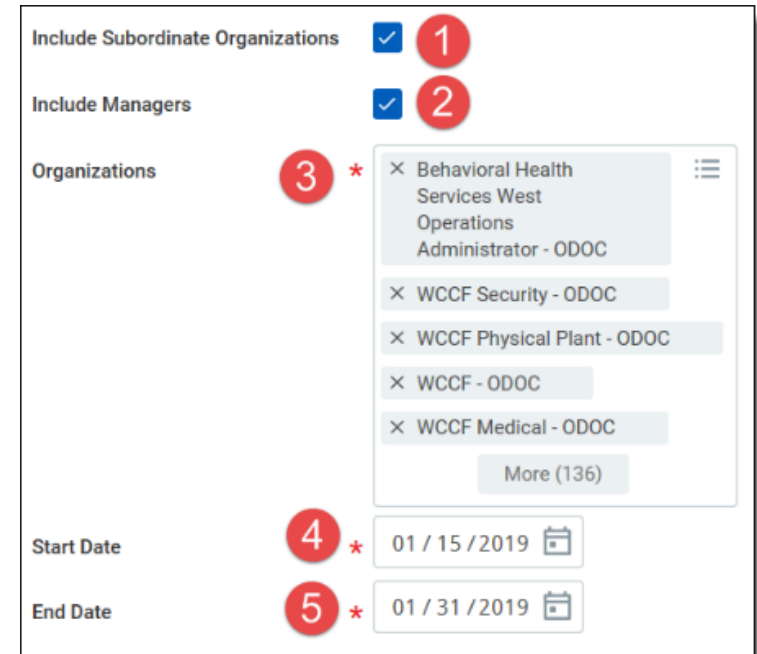


worklet from your Homepage.

Step 2: In the *View* field, click on **Family & Medical Leave – In Progress Report**.



Step 3: The *In Progress Report* is ran off of an organization search. Check the **Include Subordinate Organizations** box (1). Check the **Include Managers** box (2). Click in the *Organizations* box. Click *My Organizations* to get a sub menu. To select all your organizations hit Ctrl + A to get a solid blue line to the left of the menu and then click in the box (3). Enter your **Start Date** (4) and enter your **End Date** (5).



Step 4: Click **OK**.

Worker Name	Employee ID	Supervisory Organization	Location	Reason	Proposed Start of Leave	Worker Requested Date	Hours Requested
[Redacted]	OR [Redacted]	[Redacted]	[Redacted]	1.New Condition	01/28/2019	02/08/2019	8
[Redacted]	OR [Redacted]	[Redacted]	[Redacted]	1.New Condition	01/29/2019	02/08/2019	8