Pending Report

Specifics for report:

1. Access to the Pending Report is automatically given to all Department and Individual Proxies based on Department code and access in Express SAT.

2. The Pending Report reflects all of the pending TRs for an entire department code group and is not specific to the Proxy (multiple Proxies may be displayed on the report if there are more than one Department Proxy or individual Proxy for that department code or employee).

3. This report is updated nightly and will display only those TRs that have not fully completed the workflow (in ER Done Activity).

Access and Use:

1. Click on the Reports link and select the Pending Report.

2. After selecting the Pending Report, you will see a drop-down list of choices.

3. If you are a Department Proxy, you will see the department code or codes that you have access to and can select the department that you need.

4. If you are NOT a Proxy for a Department Code but are a Proxy for one or more individual employees, you will have the choice of “0000-Department Code” and by selecting this you will be able to retrieve the pending report for those employees only.

5. The report data can be downloaded to excel and then can be sorted and disseminated as needed.