



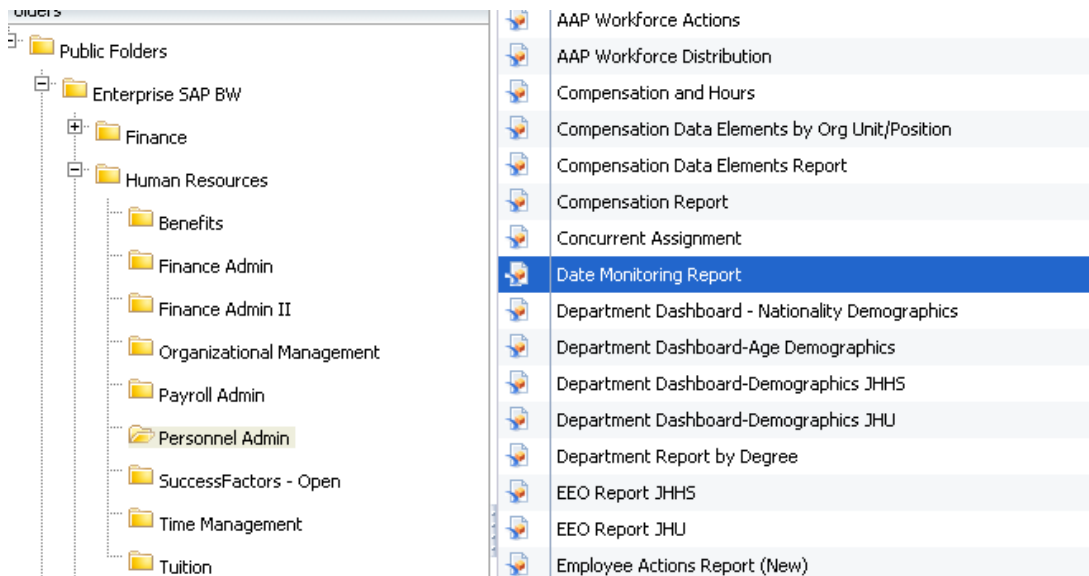
Date Monitoring Report

Used to identify “Expected” Dates for an employee

Purpose of this report

- ▶ The purpose of this report is to view “expected” dates.
- ▶ These dates can include: expected return from LOA, Performance Review Dates, Probation Dates, Visa Expiration Dates, etc.

Location of the report



- This report is located under the Human Resources Folder, then go to the Personnel Admin Folder.

Prompts

XM_MO1_Q4001 [SAP Business Warehouse]	Employee
Employee :	Employment Status (Sel. Optional)
Employment Status (Sel. Optional) : Equal: 3 IN	* Personnel Area (Selection Option, Required)
Personnel Area (Selection Option, Required) :	Include <input type="text" value="Include"/> values Equal <input type="text" value="Equal"/>
Organizational Unit (Multiple Single, Optional)	<input type="text" value="No values selected"/> <input type="button" value="X"/> <input type="button" value="+"/>
Personnel Subarea (Selection Option, Optional)	Organizational Unit (Multiple Single, Optional)
Task Type : Equal: 01 INCLUDE;	Personnel Subarea (Selection Option, Optional)
Task Date :	* Task Type
Processing Indicator :	Include <input type="text" value="Include"/> values Equal <input type="text" value="Equal"/>
DSM Code (Sel. Optional) :	<input type="text" value="No values selected"/> <input type="button" value="X"/> <input type="button" value="+"/>
	Task Date
	Processing Indicator
	DSM Code (Sel. Optional)

- The only fields that are required to run this report are "Personnel Area" and "Task Type".
- You may add more than one "Task Type" by pushing the "+" button to the right of entry field.
- In order to only receive active employees, ensure that employment status is between 1 through 4.

Output

Full Time		Communications & Marketing Manager	LOA With Pay	Return from LOA	03/24/2018	Not assigned
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- As the screenshot above demonstrates, this employee is currently on LOA with Pay, and has an expected return date of 3/24/2018.