

HRUAB 04 06 NO PAY REPORT

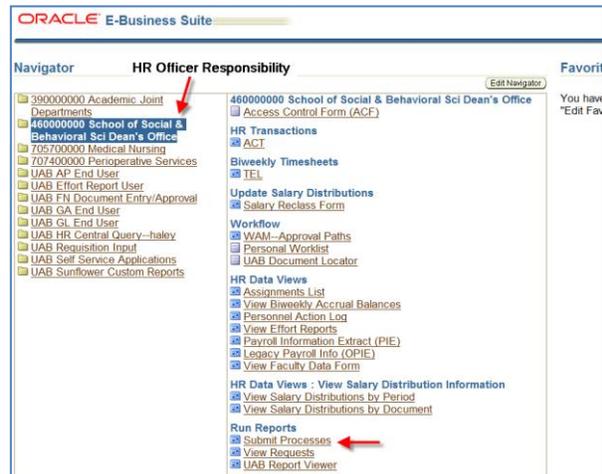
The **HRUAB 04 06 NO PAY REPORT** provides a list of active **04 Irregular Part-Time** and **06 Student** employees within an organization that have not been compensated through UAB Payroll Services within the specified period of time. The purpose of this report is to assist organizations in identifying assignments that could potentially be “ended” or “terminated” via an ACT document due to no payroll activity.

The **HRUAB 04 06 NO PAY REPORT** is available on the **HR Officer Responsibility** and can be generated on an ad-hoc (as needed) basis. It is delivered to the UAB Report Viewer as a Microsoft Excel file. Data appearing on this report is restricted to the end users HR Organizational Hierarchy as assigned in the system.

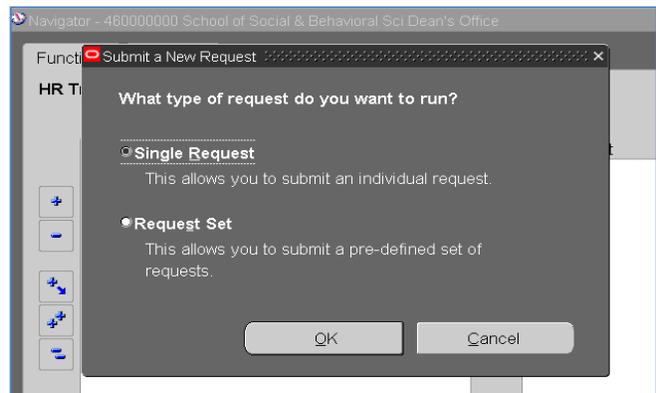
A version of the **HRUAB 04 06 No PAY** report is electronically distributed monthly to the **HR Organization Contact** and **Workflow Officer (WFO)**.

UAB HR Officer → Run Reports

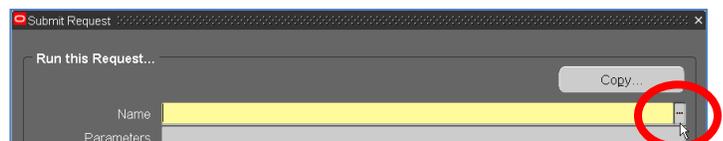
1. From the Oracle Home Page, select the **HR OFFICER RESPONSIBILITY**. Click on the **SUBMIT PROCESS** menu option.



2. The **SUBMIT A NEW REQUEST** window opens; select **SINGLE REQUEST** and click **OK**.

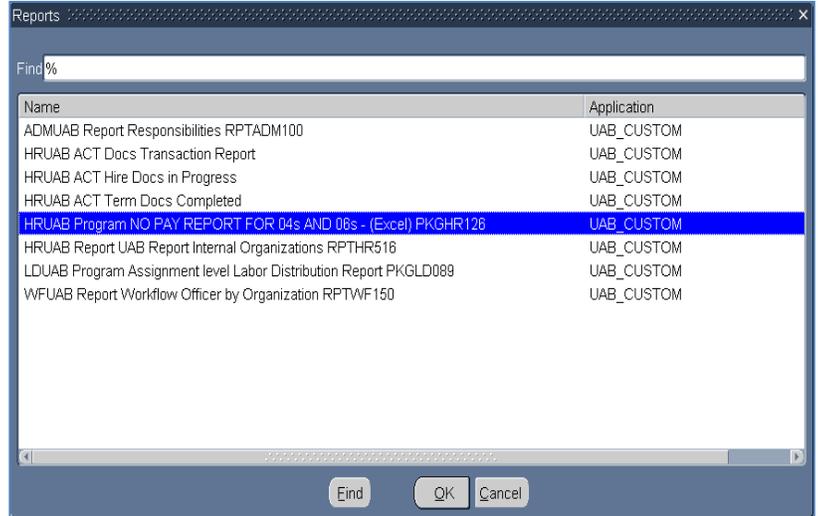


3. Click on the **LOV** located in the **NAME** field.



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4. Select **HRUAB PROGRAM NO PAY REPORT FOR 04s AND 06s-- (EXCEL) PKGHR126** and click **OK**.



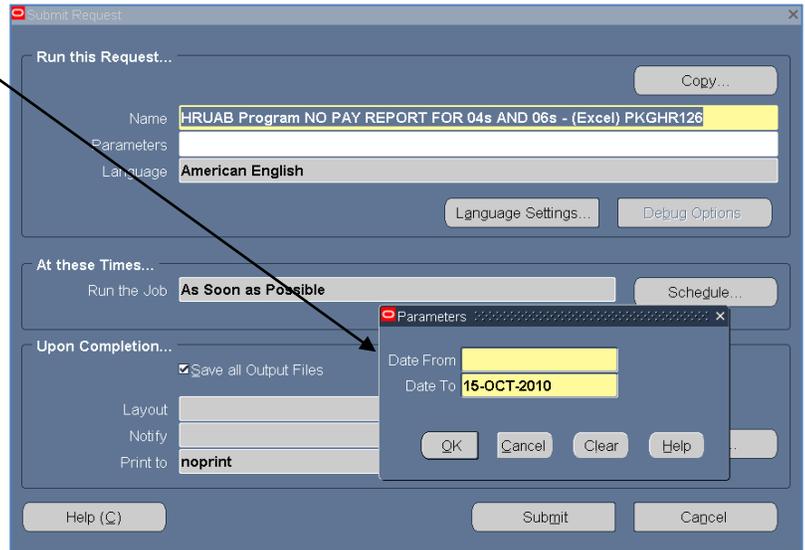
The **PARAMETERS** box displays.

5. Enter date in the **DATE FROM** field and click **OK**.

DATE FROM field restricts data *back* to a specific date.

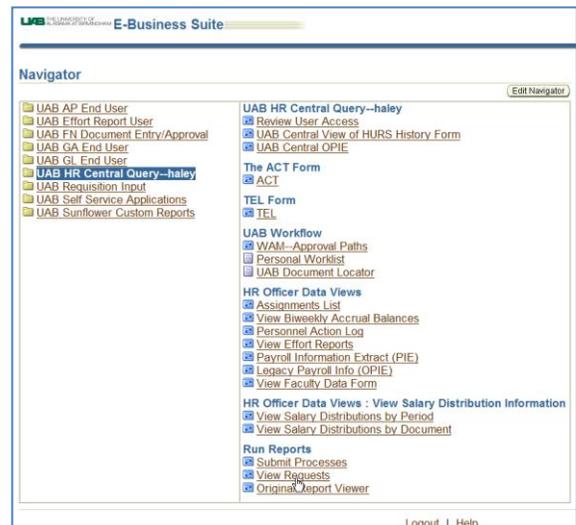
DATE TO field defaults to 31 days past the current date and restricts data *up* to a specific date.

Note: the **DATE TO** field can be changed to an earlier date; however, entering a subsequent date will cause report to error.



6. Click on the Submit button to generate report.

To view status of your report return to the **HR Officer Menu** and select **VIEW REQUEST**.



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7. The **FIND REQUESTS** window opens, click on the **FIND** button.

The **REQUEST** window opens displaying the status of the report; once the report phase is **“Completed”**, an e-mail notification will be sent to the end user’s blazer id email account informing them the report has been made available in the **UAB Report Viewer System**.

Request ID	Name	Parent	Phase	Status	Parameters
8622469	HRUAB Program NO PAY		Completed	Normal	2010/06/01 00:00:00, 2010/10
8622445	HRUAB Program NO PAY		Completed	Error	2009/07/01 00:00:00, 2010/10
8613756	PRUAB PIE Payroll Inform		Completed	Normal	L, , , 4392, 480000000 Colle

This message was sent with High importance.

From: UAB Report Viewer [UABRPTVW@cognosdb.it.uab.edu] Sent: Mon 9/13/2010 5:20 PM
 To: HALEY@uab.edu
 Cc:
 Subject: New report added in the UAB Report Viewer System.

Blazer Id : HALEY
 A new report has been made available in the UAB Report Viewer System. The details are listed below.
 You can view reports by logging in at :
<https://uabreportviewer.uab.edu/>

Report Details :

Report System	Report Name	Report Date
Oracle	04_06 No Pay Report	13-SEP-10

 Please do not reply to this message. This email address is not monitored.

From the notification e-mail click on the link provided to log into the UAB Report Viewer.

Go to next page to view a sample of the **HRUAB 04 06 NO PAY REPORT**

To access the **UAB REPORT VIEWER**, [click here](#).

HRUAB 04 06 NO PAY Report

Sample Report:

Run Date: 13-SEP-2010 16:46:11										
Report Description: NO PAY REPORT FOR 04s AND 06s - (Excel) PKGHR126										
Parameters: Transaction Date From: 30-Sep-09 Transaction Date To: 14-Oct-10 Employee Id: All Applicable										
3	A	B	C	D	E	F	G	H	I	J
9	ORGANIZATION #	EMPLOYEE NUMBER	BLAZER ID	EMPLOYEE NAME	ASSIGNMENT NUMBER	ASSIGNMENT CATEGORY	ASSIGNMENT ORGANIZATION	ASSIGNMENT JOB	PRIMARY ASSIGNMENT	PAYROLL NAME
10	310000000				04	Irregular	310000000 School of Medicine Dean Office	AG204E0.Consultant	Y	Monthly
11	310009500				06	Student	310009500 Ctr for Clinical & Translational Sci	B845.Student Asst	N	Biweekly
12	310009500				04	Irregular	310009500 Ctr for Clinical & Translational Sci	AG204E0.Consultant	Y	Monthly
13	311250000				04	Irregular	311250000 Radiology Chair Office	AC100N1.Admin Assoc	Y	Biweekly
14	311250000				04	Irregular	311250000 Radiology Chair Office	AC100N1.Admin Assoc	Y	Monthly
15	311401000				04	Irregular	311401000 Med - Cardiovascular Disease	HN430E0.Nurse Coord	Y	Biweekly
16	311401000				04	Irregular	311401000 Med - Cardiovascular Disease	RL113E0.Research Associate	Y	Biweekly
17	311402000				04	Irregular	311402000 Med-Gerontology/Geriatrics/Palliative	AG204E0.Consultant	Y	Monthly
18	311402000				04	Irregular	311402000 Med-Gerontology/Geriatrics/Palliative	0131.Assoc Prof	Y	12/12 Monthly
19	311402200				06	Student	311402200 Med - Hematology & Oncology	B845.Student Asst	Y	Biweekly
20	311402800				04	Irregular	311402800 Med - Pulmonary/Allergy/Critical Care	AG204E0.Consultant	N	Monthly
21	311402800				04	Irregular	311402800 Med - Pulmonary/Allergy/Critical Care	HP804E0.Physician	N	Monthly
22	311403000				04	Irregular	311403000 Med - Immunology/Rheumatology	AG204E0.Consultant	N	Monthly
23	311403000				04	Irregular	311403000 Med - Immunology/Rheumatology	ZM110N0.Division Occasional Award	N	Biweekly
24	311500000				06	Student	311500000 Neurology Chair Office	B845.Student Asst	Y	Biweekly
25	311500000				04	Irregular	311500000 Neurology Chair Office	RL122N0.Research Technician	Y	Biweekly
26	311653200				04	Irregular	311653200 Ped - Neonatology	HN430E0.Nurse Coord	N	Monthly
27	311653200				04	Irregular	311653200 Ped - Neonatology	HN120E0.Research Nurse Coord	N	Monthly
28	311653200				04	Irregular	311653200 Ped - Neonatology	HN138E0.Nurse Research Mgr	N	Monthly
29	311653400				06	Student	311653400 Ped - Nephrology	B845.Student Asst	N	Biweekly
30	311700000				04	Irregular	311700000 Psychiatry Chair Office	IS115E1.Information Systems Spec I	N	Monthly
31	311702000				04	Irregular	311702000 Psych - Public Sector	AG204E0.Consultant	N	Monthly
32	311851000				04	Irregular	311851000 Surgery - Cardiovascular/Thoracic	HN126E0.Clin Care Coord	N	Monthly
33	311852000				06	Student	311852000 Surgery - Otolaryngology	B845.Student Asst	Y	Biweekly
34	311903018				04	Irregular	311903018 Huntsville Med-Family Med Pgm	ZT302N0.INSTRUCTOR - CONTRACTED	N	Monthly
35	311903018				04	Irregular	311903018 Huntsville Med-Family Med Pgm	ZT302N0.INSTRUCTOR - CONTRACTED	N	Monthly
36	311903026				04	Irregular	311903026 Huntsville Med-Pediatrics Pgm	0A03.Credentialed Course Instructor	Y	Monthly
37	311903026				04	Irregular	311903026 Huntsville Med-Pediatrics Pgm	0A03.Credentialed Course Instructor	Y	Monthly
38	No. Of Records Found:27									
39										

For questions or assistance with the **information** contained on the **HRUAB 04 06 No Pay Report**, contact [HR Records Administration](#).