HRUAB ACT Term Docs Completed Report

The **ACT TERM DOCS COMPLETED REPORT** is a listing of all *ACT Termination Type Documents* (**TERMINATE EMPLOYEE, END A TRAINEE** and **END A VOLUNTEER**) with a document effective date within a selected period of time. *Only termination type documents with a document status of "Complete" will display on the report*.

The **ACT TERM DOCS COMPLETED REPORT** can be used to identify employees, trainees and volunteers who have terminated their affiliation with the University during the time period entered in the report parameters, and the reason for termination as entered via the ACT document.

This report is available under the *UAB HR Officer responsibility* and can be generated on an as needed basis. The information available on this report is limited to the end users HR Organizational Hierarchy as it is assigned in the system.

**UAB HR Officer → Run Reports → Submit Processes → Single Request**

1. From the **SUBMIT REQUEST** form click on the **NAME LOV**.
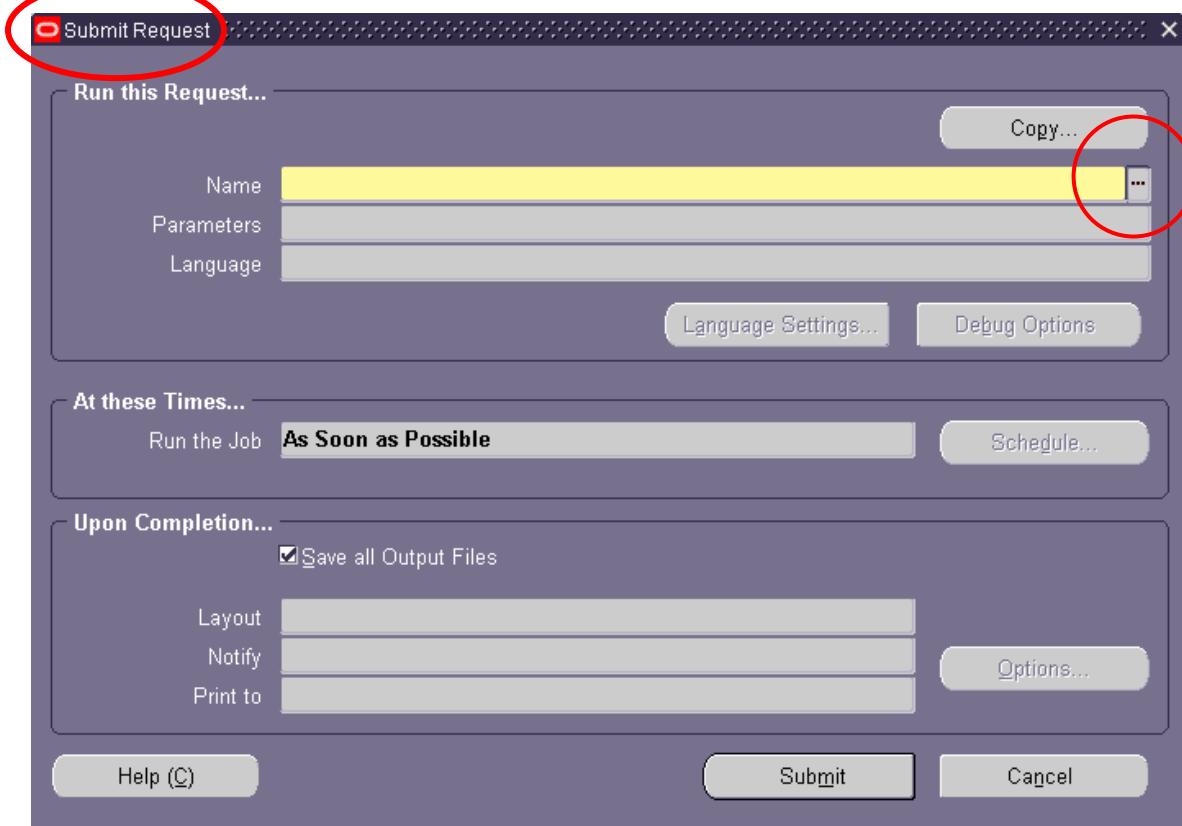
# HRUAB ACT Term Docs Completed Report

2. Select **HRUAB ACT TERM DOCS COMPLETED** from the reports listing; click **OK**.
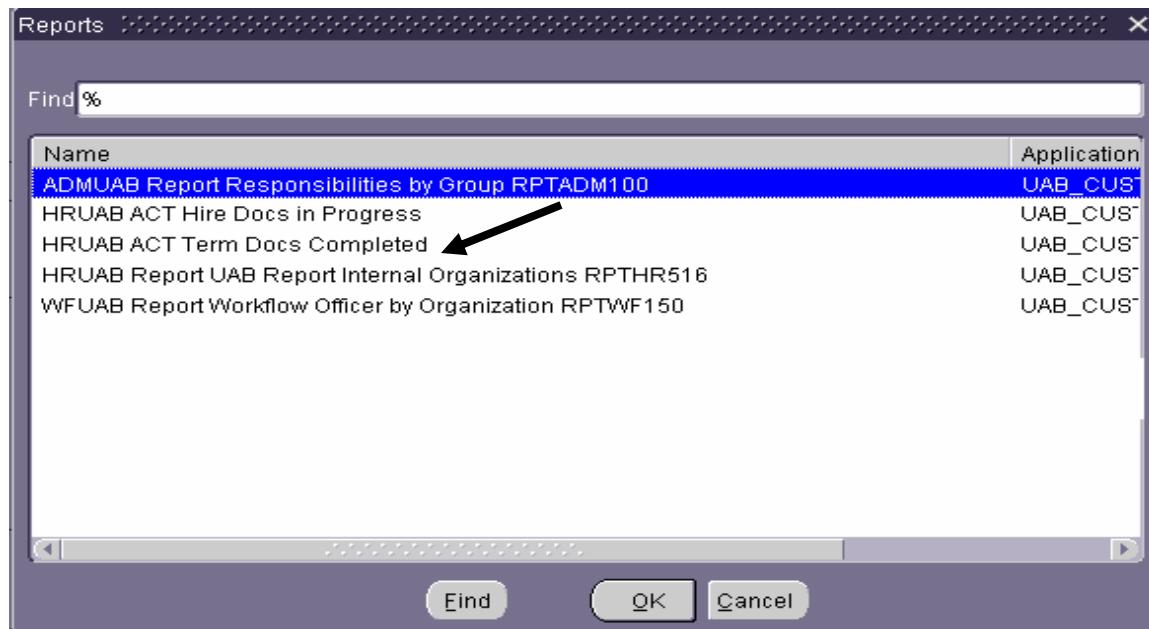
3. The **NAME** field of the **SUBMIT REQUEST** window populates and the **PARAMETERS TO_DATE** box opens, defaulting to the current date.
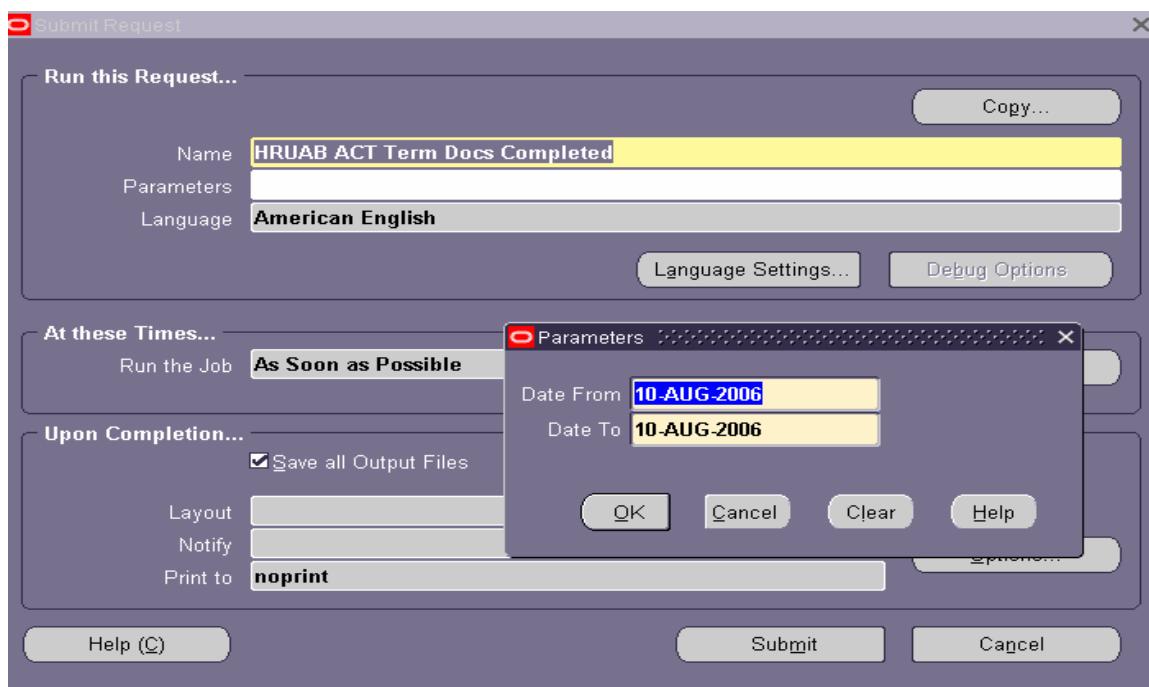
Note: Changing the default dates in the DATE FROM and DATE TO fields restricts the retrieved data to a specific period of time. The report will only display employees, trainees and volunteers whose affiliation with the university has been terminated since January 1, 2004.

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Scenario: You want a listing of all Employees, Trainees and Volunteers within your Organization that had a *Termination* type document completed with a **DOCUMENT EFFECTIVE DATE** in the months of January, February and March of 2006.

4. Click on **OK** once you have inserted the desired date parameters. The **PARAMETERS** field populates.
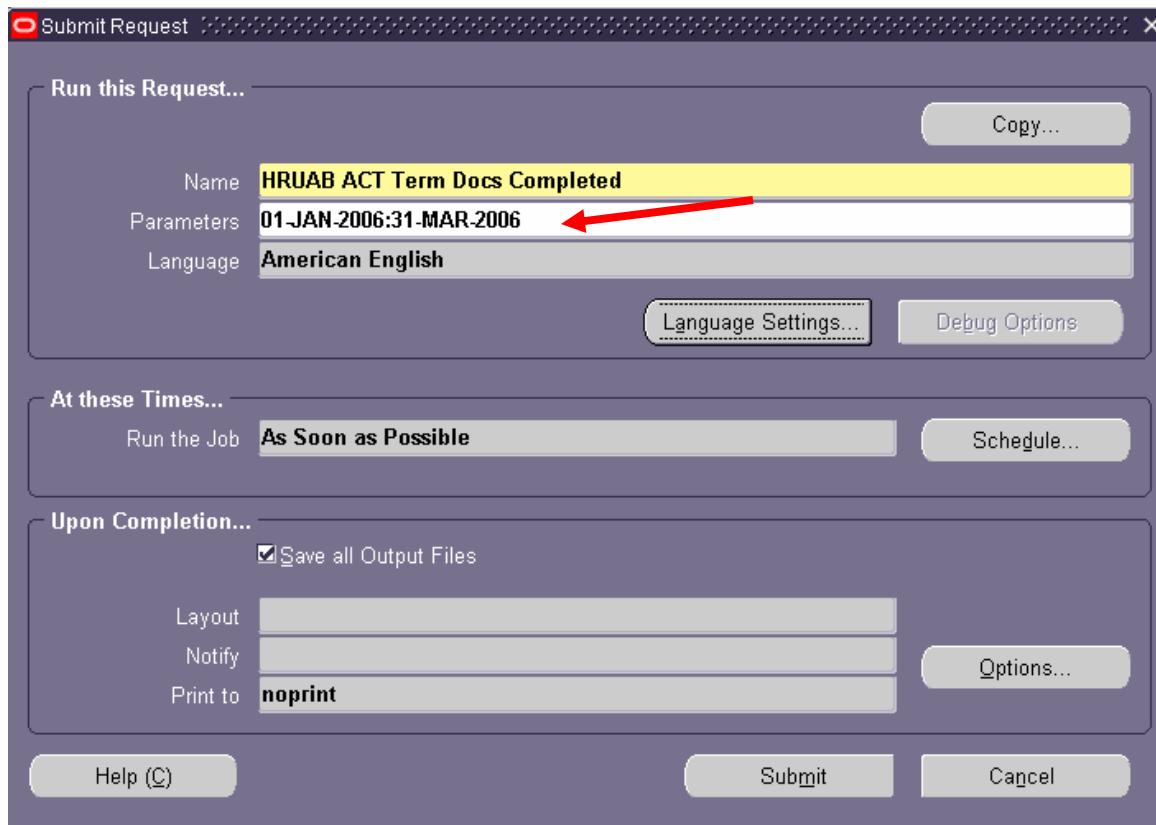
5. Click the **SUBMIT** button located at the bottom of the **SUBMIT REQUEST** form.

6. The **REQUESTS** window opens.
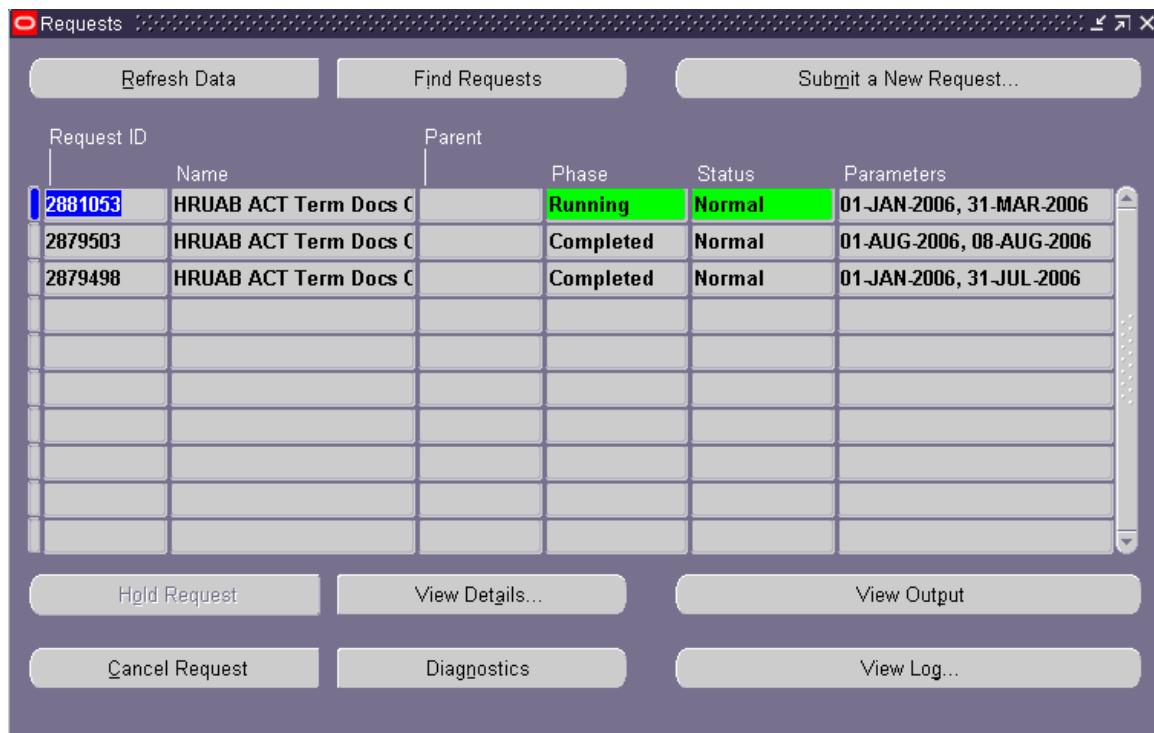
Notice: The report has been assigned a **REQUEST ID** number that is followed by the name of the report. The **PHASE** field identifies at which point of the process the report is in currently. Valid phases are *Pending, Running,* and *Completed.* Click on the **REFRESH DATA** button in the top, left-hand area of the window to see the update of the Phase. The **STATUS** field maintains the status of the report request. The only valid statuses are *Standby, Normal,* and *Error.* The final field is the **PARAMETERS** field and the subsetted parameters do not apply to this report.

7. When the **PHASE** field shows *Completed* the report has been generated.
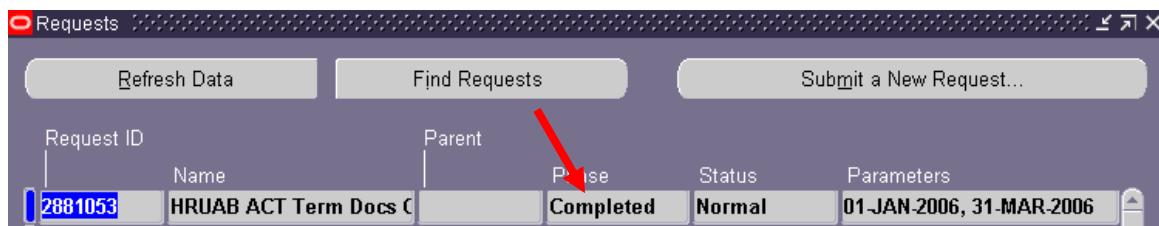
8. The requestor receives an email notification from ***UAB.Workflow@ tuccster.tucc.uab.edu.***

HRUAB ACT Term Docs Completed Report

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From:       UAB.Workflow@tuccster.tucc.uab.edu
To:         Carrie D McGlone
Cc:
Subject:    HRUAB ACT Term Docs Completed

Attachments: 🖾 2881053_hruab_act_term_docs.xls (2 KB)

Attached is the HRUAB ACT Term Docs Completed .
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9. Open the email; open the email attachment to view the **HRUAB ACT TERM DOCS COMPLETED** report in Excel format.

10. Proceed to arrange, sort and save Excel spreadsheet as desired. (See sample report below)

Column 1	2	3	4	5	6	7
DOC_EFFECTIVE_DATE	DOC_NUMBER	EMPLOYEE_NAME	EMPLOYEE_ID	ASSIGN_NUMBER	PRIMARY_FLAG	EMPLOYEE_CATG
3-Jan-06	171285	Byars, Charles B Jr	1017128	1017128	Y	12 Three 12-Hour Shifts
17-Jan-06	173603	Williams, Teresa	1026600	1026600-2	Y	12 Three 12-Hour Shifts
29-Jan-06	174636	Hawkins, Louise	1032104	1032104	Y	12 Three 12-Hour Shifts
1-Feb-06	176545	Burke, Leah W.	1033132	1033132	Y	01 Regular FT
6-Feb-06	177983	Burke, Leah W.	1033132	1033132	Y	01 Regular FT
8-Feb-06	177164	Willliams, Steven Lloyd	1032460	1032460	Y	12 Three 12-Hour Shifts
10-Feb-06	177961	Bramlett, Kristine R	1004937	1004937	Y	01 Regular FT
10-Feb-06	177961	Bramlett, Kristine R	1004937	1004937-2	N	04 Irregular
13-Feb-06	177161	Roberts, Glen Jr	1011438	1011438	Y	12 Three 12-Hour Shifts
17-Feb-06	177159	Armour, Kristi Dawn	1031025	1031025	Y	12 Three 12-Hour Shifts
27-Feb-06	179901	Cook, Tamika M	1024320	1024320	Y	01 Regular FT
28-Feb-06	179029	Amos, Venetia Jones	1020751	1020751-2	Y	01 Regular FT
28-Feb-06	178006	Doss, Ursula A	1016835	1016835	Y	01 Regular FT
28-Feb-06	179029	Amos, Venetia Jones	1020751	1020751-4	N	04 Irregular
3-Mar-06	183303	Burgess, Leann	1032934	1032934	Y	12 Three 12-Hour Shifts
19-Mar-06	183307	Howard, Jennifer M.	1036150	1036150	Y	12 Three 12-Hour Shifts
29-Mar-06	183493	McAnnally, Dana	1035717	1035717	Y	01 Regular FT

8	9	10	11
POSITION	JOB	LEAVING_REASON	REHIRE_RECOMN
702500000.72216.031001	HN010N0.Registered Nurse		
702500000.70218.031001	HN010N0.Registered Nurse		
702500000.70613.031001	HN010N0.Registered Nurse		
702500000.02023.050918	CG201N3.Office Svcs Spec III		
702500000.02023.050918	CG201N3.Office Svcs Spec III		
702500000.76221.031001	HP216N0.Patient Care Tech		
702500000.01123.031001	HN136E0.Nurse Practitioner		
702500000.84623.031001	HN136E0.Nurse Practitioner		
702500000.76614.031001	HN010N0.Registered Nurse		
702500000.78016.040919	HN010N0.Registered Nurse		
702500000.00504.031001	HT912N0.CV Techno (Non-Cert)		
702500000.00301.050328	HN136E0.Nurse Practitioner		
702500000.01723.040531	HN002N0.Licensed Practical Nurse		
702500000.84601.031001	HN136E0.Nurse Practitioner		
702500000.75516.031001	HN010N0.Registered Nurse		
702500000.71614.031001	HN010N0.Registered Nurse		
702500000.04021.031001	CP315N0.Unit Secretary		

> *Note*: The *Leaving Reason* data and *Rehire Recommendation* data entered via the Document will display, data was removed from example.

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