

HR ACT Doc Transaction Report

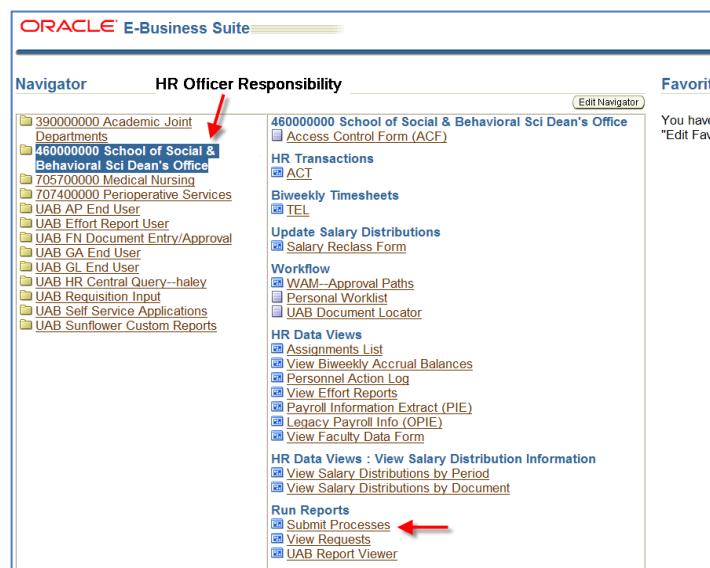
The **HR ACT Doc TRANSACTION REPORT** provides detailed information on ACT transactions in “**complete**” status as of the run date of the report. This report includes: select **PERSON DATA** information, transactional **ASSIGNMENT/SALARY** information, and element payments as they appeared on the ACT transaction.

The **HR ACT Doc TRANSACTION REPORT** is available on the **HR Officer Responsibility** and can be generated on an ad-hoc (as needed) basis. The information available on this report is restricted to the end users HR Organizational Hierarchy as assigned in the system. Parameters are available for filtering report content to specific transactional information.

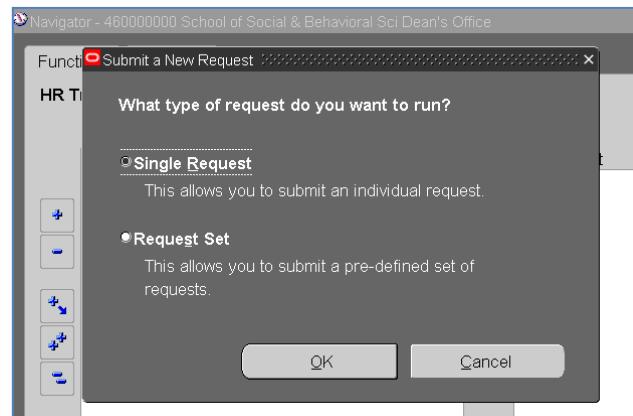
The purpose of this report is to supply end users with a comprehensive report of “**completed**” ACT transactions for an organization, person, assignment category, and job title or payroll groups. The report is delivered to the Report Viewer as an Excel file for simple formatting.

UAB HR Officer → Run Reports

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

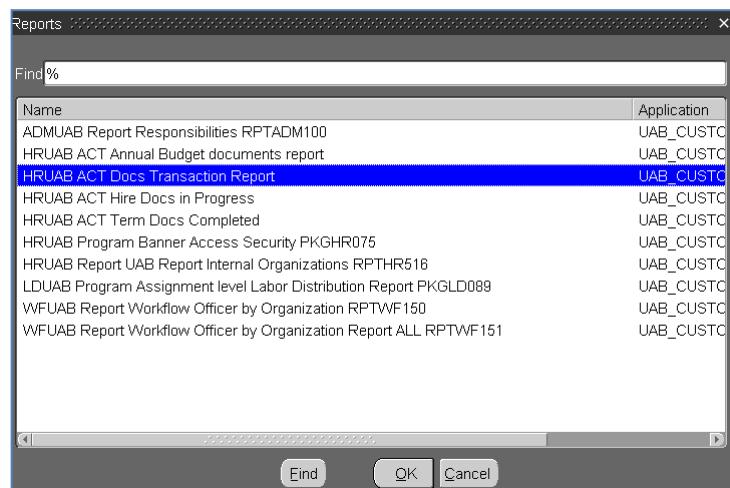
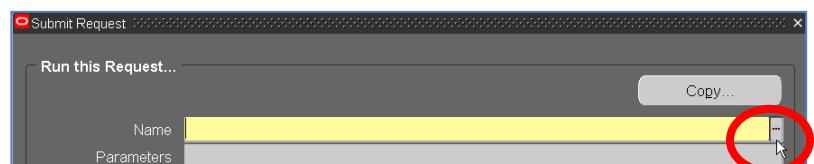


2. The **SUBMIT A NEW REQUEST** window opens; select **SINGLE REQUEST** and click **OK**.

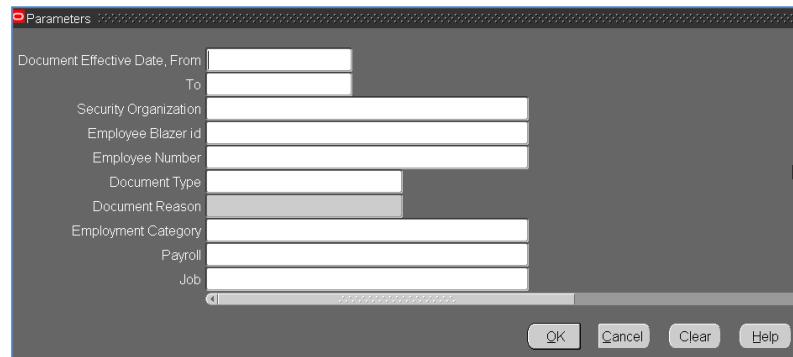


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3. Click on the **LOV** located in the **NAME** field. Select **UABHR ACT Docs TRANSACTION REPORT** and click **OK**.



The **PARAMETERS** window displays.

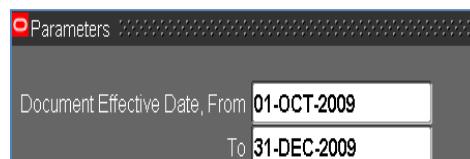


Parameters:

****Note:** The use of Parameters will limit report results. When selecting multiple parameters, report results will reflect only transactions meeting all parameter conditions.

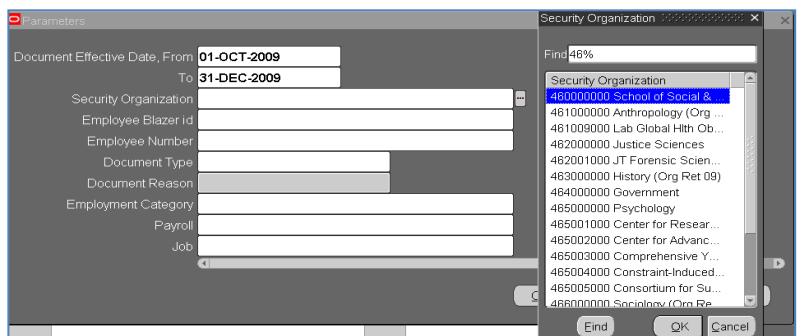
DOCUMENT EFFECTIVE DATE, FROM and To

**Filters report results to transactions with a Document Effective Date within the specified time period.



Security Organization

** Report results follow the HR Org Security; however, results may be

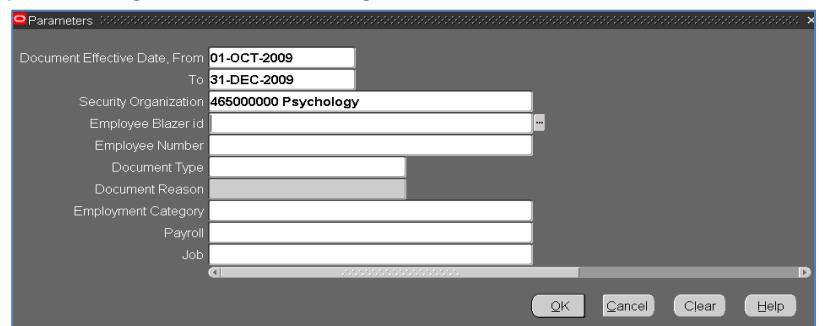


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filtered to a specific Organization Code by selecting the individual org code.

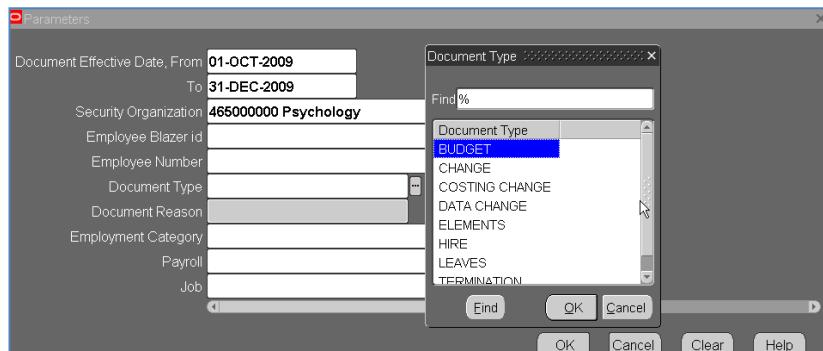
Employee Blazer id/Employee Number

** Filters report results to a specific individual.



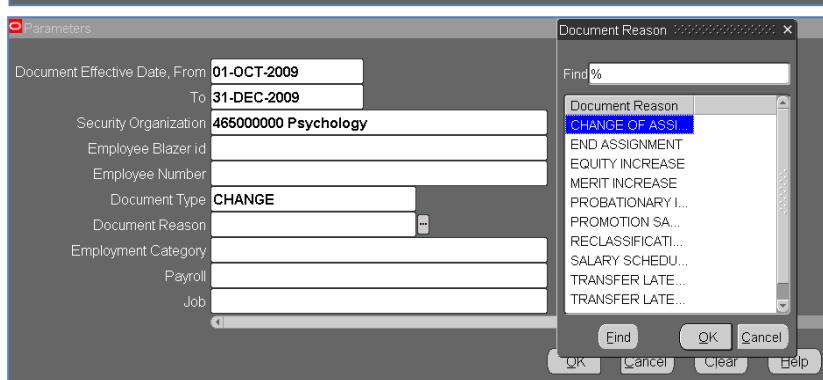
Document Type

** By default report results will include all seven document types; however, results can be filtered to a specific document type.



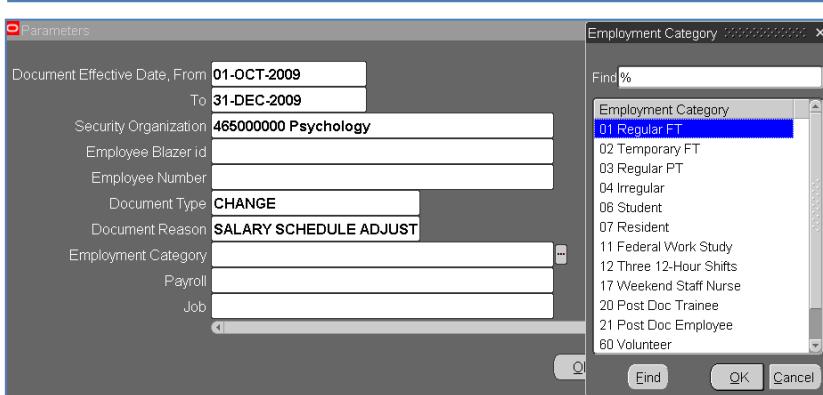
Document Reason

** Upon selecting a specific document type, the report results can then be further refined to a specific document reason.



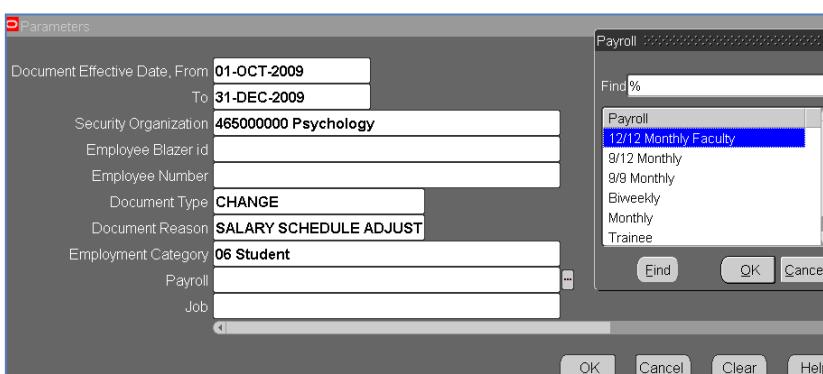
Employment Category

** Filters report results to a specific Employment Category.



Payroll

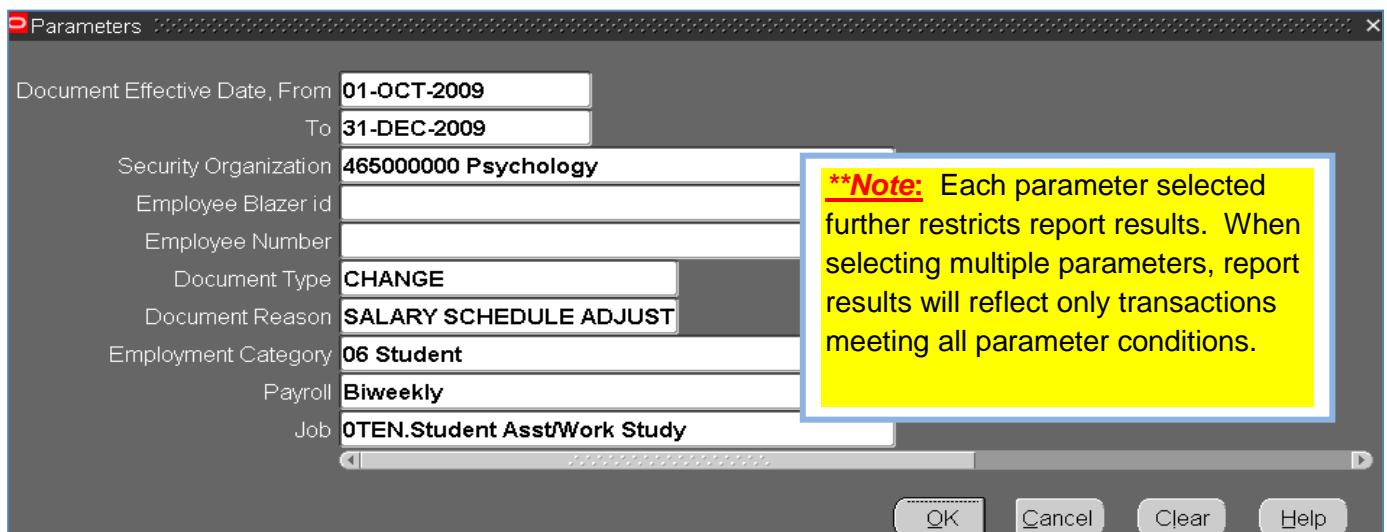
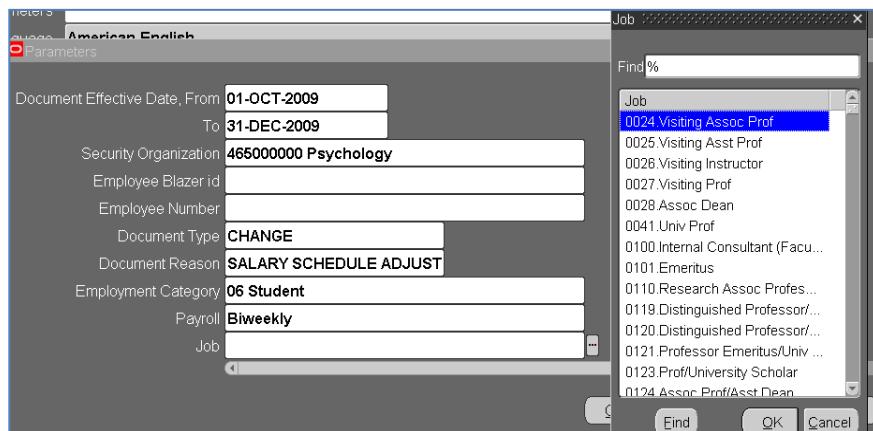
** Filters report results to a specific Employment Category.



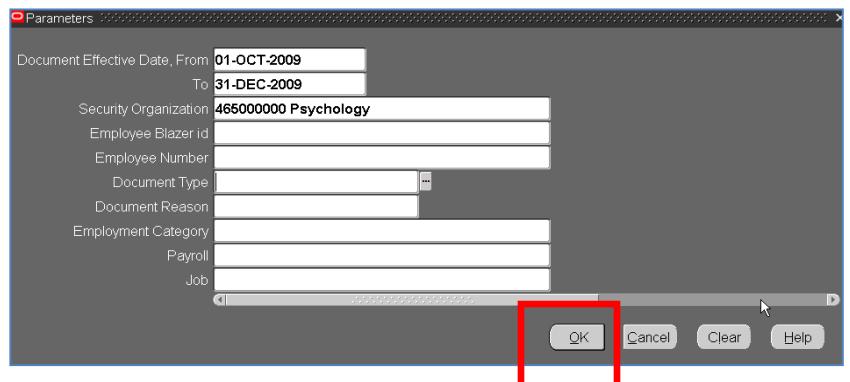
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Job

** Filters report results to a specific Job Title.

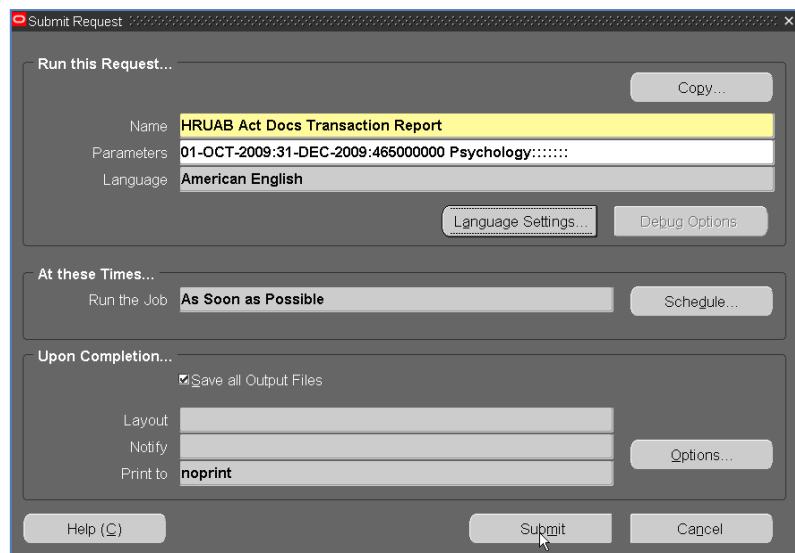


4. Once parameters have been entered if applicable, click **OK**.



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5. Click on **SUBMIT** to generate report.



Requests					
Request ID	Name	Parent	Phase	Status	Parameters
7918470	HRUAB Act Docs Transaction Report		Completed	Normal	2009/10/01 00:00:00, 2009/12/31 23:59:59
7918453	HRUAB Act Docs Transaction Report		Completed	Normal	2009/10/01 00:00:00, 2009/10/31 23:59:59

Once the report phase is “**Completed**”, an email 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.

This message was sent with High importance.

From: UAB Report Viewer [UABRPTVW@cognosdb.it.uab.edu] Sent: Fri 4/23/2010 12:56 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	HRUAB ACT Docs Transaction report	23-APR-10

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

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

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Sample Report:

** Color coding has been added for training purposes only.

Rows: 1 – 4

Report Name and Parameters

Columns A – H

Transaction Descriptors

A	B	C	D	E	F	G	H
1 Report Name: HRUAB ACT Docs Transaction Report							
2 PARAMETERS:							
3 Run Date	Effective Date From	To	Organization	Emp Blazer ID	Employee Number	Document Type	Document Re
4 4/9/2010 15:42		1-Oct-09	31-Oct-09 465000000 Psychology				
5							
6 Document Number	Doc Eff Date	Doc Submit Date	Doc Completion Date	Doc Type	Doc Reason	Doc Subgroup	LD Changed
7 443327	1-Oct-09	17-Sep-09	21-Sep-09 COSTING CHANG FUNDING SOURCE CHANGE				Y
8 445920	1-Oct-09	9-Oct-09	15-Oct-09 DATA CHANGE DATA CHANGE				
9 446024	1-Oct-09	2-Oct-09	5-Oct-09 COSTING CHANG FUNDING SOURCE CHANGE				Y
10 447504	1-Oct-09	8-Oct-09	15-Oct-09 ELEMENTS NONRECURRING ELEMENT				
11 447504	1-Oct-09	8-Oct-09	15-Oct-09 ELEMENTS NONRECURRING ELEMENT				
12 447587	1-Oct-09	8-Oct-09	15-Oct-09 ELEMENTS NONRECURRING ELEMENT				
13 447587	1-Oct-09	8-Oct-09	15-Oct-09 ELEMENTS NONRECURRING ELEMENT				
14 448049	1-Oct-09	12-Oct-09	14-Oct-09 COSTING CHANG FUNDING SOURCE CHANGE				Y
15 448063	1-Oct-09	12-Oct-09	12-Oct-09 DATA CHANGE DATA CHANGE				
16 448373	1-Oct-09	13-Oct-09	20-Oct-09 COSTING CHANG FUNDING SOURCE CHANGE				Y
17 448388	1-Oct-09	13-Oct-09	19-Oct-09 COSTING CHANG FUNDING SOURCE CHANGE				Y
18 449417	25-Oct-09	19-Oct-09	20-Oct-09 CHANGE TRANSFER LATERALSAME DEP Transfer LateralSame Dept				
19 449425	25-Oct-09	19-Oct-09	20-Oct-09 CHANGE TRANSFER LATERALSAME DEP Transfer LateralSame Dept				
20 449845	25-Oct-09	21-Oct-09	23-Oct-09 CHANGE TRANSFER LATERALSAME DEP Transfer LateralSame Dept				
21 449878	25-Oct-09	21-Oct-09	23-Oct-09 CHANGE TRANSFER LATERALSAME DEP Transfer LateralSame Dept				
22 450030	1-Oct-09	22-Oct-09	26-Oct-09 COSTING CHANG FUNDING SOURCE CHANGE				Y
23 450031	1-Oct-09	22-Oct-09	26-Oct-09 ELEMENTS NONRECURRING ELEMENT				Y
24 450765	1-Oct-09	28-Oct-09	6-Nov-09 CHANGE PROMOTION SAME DEPARTMENT Promotion Same Department				
25 450928	19-Oct-09	29-Oct-09	19-Nov-09 HIRE NEW HIRE				Y
26 452565	1-Oct-09	10-Nov-09	6-Jan-10 CHANGE SALARY SCHEDULE ADJUSTMENT Salary Schedule Adjustment				
27 457021	1-Oct-09	15-Dec-09	4-Jan-10 CHANGE SALARY SCHEDULE ADJUSTMENT Salary Schedule Adjustment				

I	J	K	L	M	N	O	P	Q	R	S
1										
2										
3 Assign Catg	Payroll Name	Emp Job								
4										
5										
6 Emp Name	Emp Number	Blazer Id	Emp Email	Emp Campus Phone	Service Date	Birthday	Gender	Tot Num of Assign	Assign Number	Prim Assign
7 Example, 1	1033104	EXAM1	workflow@uab.edu	(205) 975-7467	22-Aug-07	9-Apr F		1	1033104-2	Y
8 Example, 2	1002538	EXAM2	workflow@uab.edu	(205) 934-5559	4-Sep-01	20-Mar F		1	1002538 Y	
9 Example, 3	1005488	EXAM3	workflow@uab.edu	(205) 934-9217	1-Sep-03	25-Sep F		1	1005488 Y	
10 Example, 4	1001250	EXAM4	workflow@uab.edu	(205) 934-8550	4-Jan-07	29-Jul F		1	1001250-2	Y
11 Example, 4	1001250	EXAM4	workflow@uab.edu	(205) 934-8550	4-Jan-07	29-Jul F		1	1001250-2	Y
12 Example, 5	1005141	EXAM5	workflow@uab.edu	(205) 934-3850	2-Jun-08	21-Dec F		1	1005141-4	Y
13 Example, 5	1005141	EXAM5	workflow@uab.edu	(205) 934-3850	2-Jun-08	21-Dec F		1	1005141-4	Y
14 Example, 6	1011014	EXAM6	workflow@uab.edu	(205) 934-8774	15-Jun-08	1-Apr F		1	1011014-4	Y
15 Example, 7	1034179	EXAM7	workflow@uab.edu	(205) 975-5943	22-Aug-05	21-May F		1	1034179 Y	
16 Example, 8	1004314	EXAM8	workflow@uab.edu	(205) 934-3850	1-Dec-00	25-Apr M		1	1004314 Y	
17 Example, 9	1001202	EXAM9	workflow@uab.edu	(205) 975-9424	15-Jul-09	28-Sep F		1	1001202-3	Y
18 Example, 10	1045401	EXAM10	workflow@uab.edu	(205) 934-3850	25-Oct-09	28-Feb F		1	1045401 Y	
19 Example, 11	1048754	EXAM11	workflow@uab.edu	(205) 934-3850	25-Oct-09	28-Dec F		1	1048754 Y	
20 Example, 12	1048943	EXAM12	workflow@uab.edu	(205) 934-3850	25-Oct-09	17-May F		1	1048943 Y	
21 Example, 13	1049308	EXAM13	workflow@uab.edu	(205) 934-3850	25-Oct-09	7-Apr M		1	1049308 Y	
22 Example, 14	1001920	EXAM14	workflow@uab.edu	(205) 934-3850	1-Feb-86	27-Jan F		1	1001920 Y	
23 Example, 15	1043359	EXAM15	workflow@uab.edu	(205) 934-3850	15-Aug-07	29-May M		1	1043359 Y	
24 Example, 16	1004314	EXAM16	workflow@uab.edu	(205) 934-3850	1-Dec-00	25-Apr M		1	1004314 Y	
25 Example, 17	1053605	EXAM17	workflow@uab.edu	(205) 934-3850	19-Oct-09	21-Aug F		1	1053605	
26 Example, 18	1004314	EXAM18	workflow@uab.edu	(205) 934-3850	1-Dec-00	25-Apr M		1	1004314 Y	
27 Example, 19	1002538	EXAM19	workflow@uab.edu	(205) 934-5559	4-Sep-01	20-Mar F		1	1002538 Y	

T	U	V	W	X	Y	Z
1						
2						
3						
4						
5						
6 Payroll	Assign Catg	Assign Loc	Assign Org	Assign Job	Assign Job Grad	Assign Position
7 Monthly	06 Student	Bham Main Campus	465000000 Psychology	M828.Graduate Asst		465000000.84901.031001
8 1212 Monthly Faculty	03 Regular PT	Bham Main Campus	465000000 Psychology	0142.Research Asst Prof	F.999	465000000.53901.050501
9 1212 Monthly Faculty	01 Regular FT		465000000 Psychology	04WD.Research Asst Prof Soc and Behav Sci		465000000.02401.031001
10 Monthly	04 Irregular		465000000 Psychology	0A03.Credentialed Course Instructor		465000000.77701.050101
11 Monthly	04 Irregular		465000000 Psychology	0A03.Credentialed Course Instructor		465000000.77701.050101
12 Monthly	04 Irregular		465000000 Psychology	0A03.Credentialed Course Instructor		465000000.77701.050101
13 Monthly	04 Irregular		465000000 Psychology	0A03.Credentialed Course Instructor		465000000.77701.050101
14 Biweekly	01 Regular FT		465000000 Psychology	AA309N1.Program Coord I		465000000.05401.031001
15 Monthly	01 Regular FT		465000000 Psychology	FF201E1.Business Officer I		465000000.06061.090601
16 1212 Monthly Faculty	01 Regular FT		465000000 Psychology	0A4W4.Assoc Prof Soc and Behav Sci 12 Mo		465000000.50701.060601
17 1212 Monthly Faculty	02 Temporary FT		465000000 Psychology	0AWD.Research Asst Prof Soc and Behav Sci		465000000.54201.090701
18 Biweekly	06 Student	Bham Main Campus	465000000 Psychology	B845.Student Asst	A.010	465000000.99901.031001
19 Biweekly	06 Student	Bham Main Campus	465000000 Psychology	B845.Student Asst	A.010	465000000.99901.031001
20 Biweekly	06 Student	Bham Main Campus	465000000 Psychology	B845.Student Asst	A.010	465000000.99901.031001
21 Biweekly	06 Student	Bham Main Campus	465000000 Psychology	B845.Student Asst	A.010	465000000.99901.031001
22 912 Monthly	01 Regular FT		465000000 Psychology	0AY4.Assoc Prof Soc and Behav Sci 9 Mo		465000000.51201.031001
23 912 Monthly	01 Regular FT		465000000 Psychology	0AY5.Assoc Prof Soc and Behav Sci 9 Mo		465000000.53001.070801
24 1212 Monthly Faculty	01 Regular FT	Bham Main Campus	465000000 Psychology	0AW3.Prof Soc/Behav Sci 12 Mo	U.320	465000000.50701.091001
25 Monthly	04 Irregular	Bham Main Campus	465000000 Psychology	0A03.Credentialed Course Instructor	F.999	465000000.77701.050101
26 1212 Monthly Faculty	01 Regular FT		465000000 Psychology	0AW3.Prof Soc/Behav Sci 12 Mo		465000000.50701.091001
27 1212 Monthly Faculty	03 Regular PT		465000000 Psychology	0142.Research Asst Prof		465000000.53901.050501

HR ACT Doc Transaction Report

Columns AA – AH

Salary Form Transactional Information

	AA	AB	AC	AD	AE	AF	AG	AH
1								
2								
3								
4								
5								
6	Fte	Doc Beginning Rate Of Pay	Sal Component Reason	Sal Change Value	Sal Change Percent	Doc Ending Rate Of Pay	Hosp Calc Code	Hosp Premium Code
7								
8	0.3		3395.42					
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24	1	8462.69	Promotion	416.67	4.923611759	8879.36	NA	
25	0.01		No Recurring Pay	0	0	0	NA	
26		8879.36	Salary Schedule Adjustment	694.41	7.820496072	9573.77		
27		3395.42	Salary Schedule Adjustment	-1940.24	-57.14285714	1455.18		

Columns A1 – A10

Element Entry Form

Transactional Information

Columns AM – AP

Assignment Form Transactional Information

Columns AQ - AR

Person Data Form Transactional Information