

HR ACT Doc Transaction Report

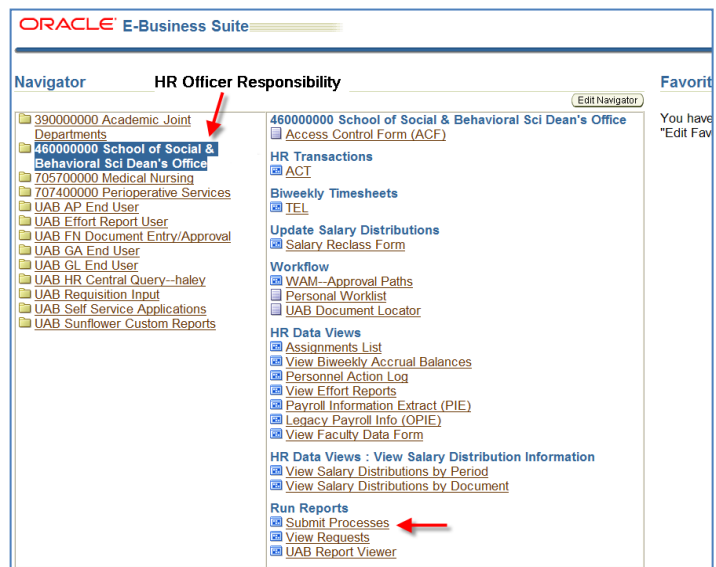
The **HR ACT DOC TRANSACTION REPORT** provides detailed information on ACT transactions in “**complete**” status as of the run date of the report. This report includes: select **PERSON DATA** information, transactional **ASSIGNMENT/SALARY** information, and element payments as they appeared on the ACT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

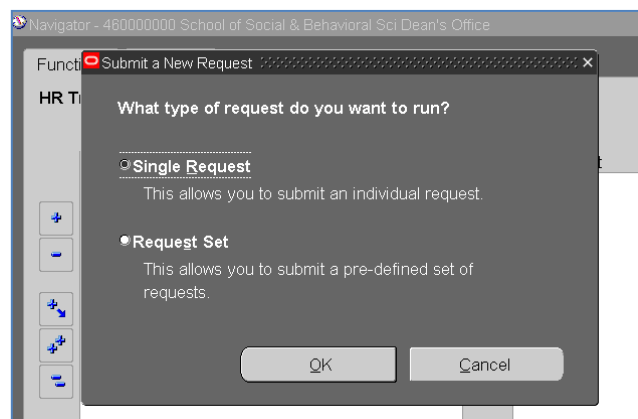
The purpose of this report is to supply end users with a comprehensive report of “**completed**” ACT transactions for an organization, person, assignment category, and job title or payroll groups. The report is delivered to the Report Viewer as an Excel file for simple formatting.

UAB HR Officer → Run Reports

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

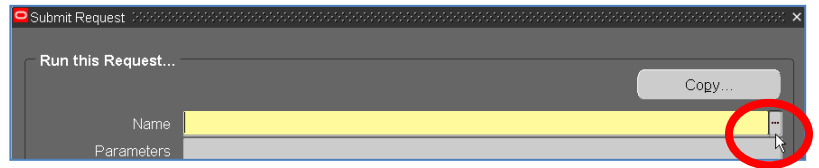


2. The **SUBMIT A NEW REQUEST** window opens; select **SINGLE REQUEST** and click **OK**.



HR ACT Doc Transaction Report

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



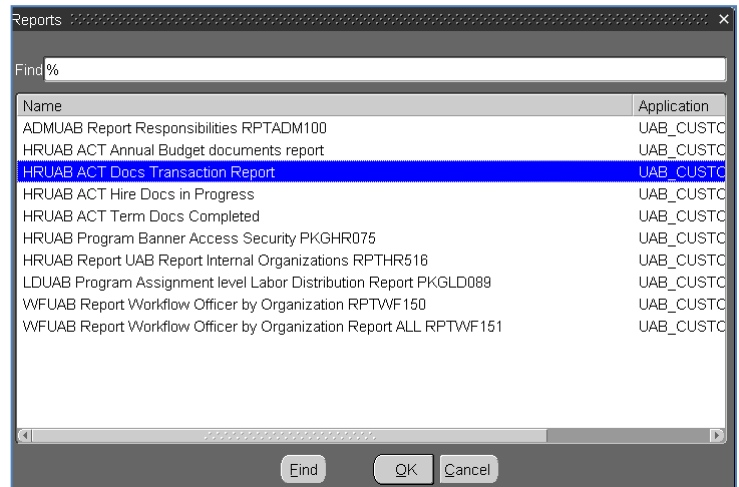
Submit Request

Run this Request...

Name

Parameters

Copy...



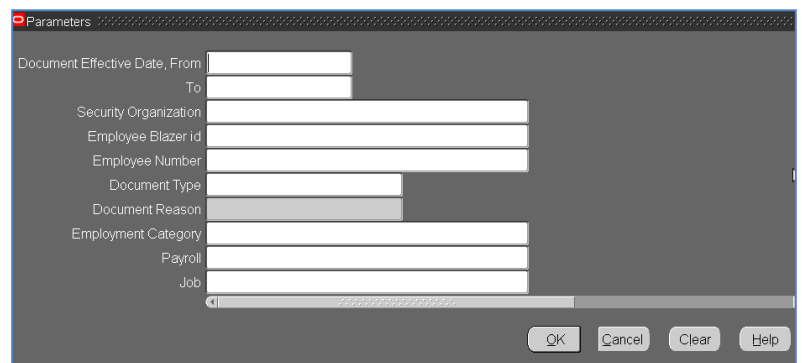
Reports

Find %

Name	Application
ADMUAB Report Responsibilities RPTADM100	UAB_CUSTC
HRUAB ACT Annual Budget documents report	UAB_CUSTC
HRUAB ACT Docs Transaction Report	UAB_CUSTC
HRUAB ACT Hire Docs in Progress	UAB_CUSTC
HRUAB ACT Term Docs Completed	UAB_CUSTC
HRUAB Program Banner Access Security PKGHR075	UAB_CUSTC
HRUAB Report UAB Report Internal Organizations RPTHR516	UAB_CUSTC
LDUAB Program Assignment level Labor Distribution Report PKGLD089	UAB_CUSTC
WFUAB Report Workflow Officer by Organization RPTWF150	UAB_CUSTC
WFUAB Report Workflow Officer by Organization Report ALL RPTWF151	UAB_CUSTC

Find OK Cancel

The **PARAMETERS** window displays.



Parameters

Document Effective Date, From

To

Security Organization

Employee Blazer id

Employee Number

Document Type

Document Reason

Employment Category

Payroll

Job

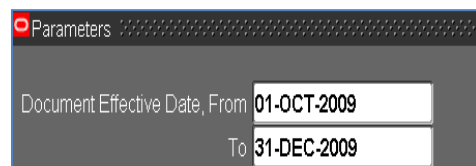
OK Cancel Clear Help

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.



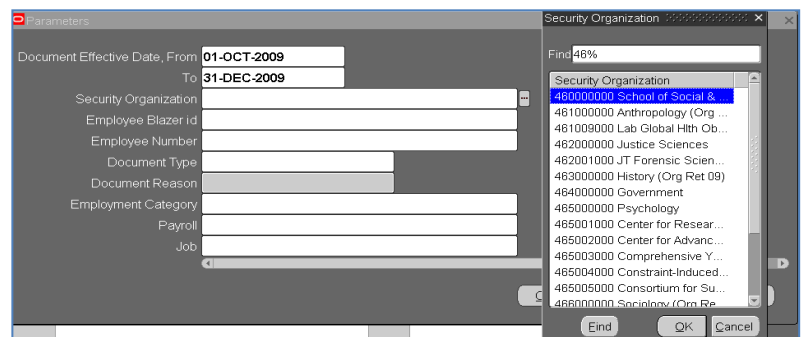
Parameters

Document Effective Date, From

To

Security Organization

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



Parameters

Document Effective Date, From

To

Security Organization

Employee Blazer id

Employee Number

Document Type

Document Reason

Employment Category

Payroll

Job

OK Cancel Clear Help

Security Organization

Find 46%

460000000 School of Social &
461000000 Anthropology (Org ...
461009000 Lab Global Hlth Ob...
462000000 Justice Sciences
462001000 JT Forensic Scien...
463000000 History (Org Ret 08)
464000000 Government
465000000 Psychology
465001000 Center for Resear...
465002000 Center for Advanc...
465003000 Comprehensive Y...
465004000 Constraint-Induced...
465005000 Consortium for Su...
466000000 Sociology (Org Re

Find OK Cancel

HR ACT Doc Transaction Report

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

Employee Blazer id/Employee Number

** Filters report results to a specific individual.

Parameters

Document Effective Date, From: 01-OCT-2009 To: 31-DEC-2009

Security Organization: 465000000 Psychology

Employee Blazer id:

Employee Number:

Document Type:

Document Reason:

Employment Category:

Payroll:

Job:

OK Cancel Clear Help

Document Type

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

Parameters

Document Effective Date, From: 01-OCT-2009 To: 31-DEC-2009

Security Organization: 465000000 Psychology

Employee Blazer id:

Employee Number:

Document Type:

Document Reason:

Employment Category:

Payroll:

Job:

Document Type

Find %

Document Type

BUDGET

CHANGE

COSTING CHANGE

DATA CHANGE

ELEMENTS

HIRE

LEAVES

TERMINATION

End OK Cancel

OK Cancel Clear Help

Document Reason

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

Parameters

Document Effective Date, From: 01-OCT-2009 To: 31-DEC-2009

Security Organization: 465000000 Psychology

Employee Blazer id:

Employee Number:

Document Type: CHANGE

Document Reason:

Employment Category:

Payroll:

Job:

Document Reason

Find %

Document Reason

CHANGE OF ASSI

END ASSIGNMENT

EQUITY INCREASE

MERIT INCREASE

PROBATIONARY I...

PROMOTION SA...

RECLASSIFICATI...

SALARY SCHEDU...

TRANSFER LATE...

TRANSFER LATE...

End OK Cancel

OK Cancel Clear Help

Employment Category

** Filters report results to a specific Employment Category.

Parameters

Document Effective Date, From: 01-OCT-2009 To: 31-DEC-2009

Security Organization: 465000000 Psychology

Employee Blazer id:

Employee Number:

Document Type: CHANGE

Document Reason: SALARY SCHEDULE ADJUST

Employment Category:

Payroll:

Job:

Employment Category

Find %

Employment Category

01 Regular FT

02 Temporary FT

03 Regular PT

04 Irregular

06 Student

07 Resident

11 Federal Work Study

12 Three 12-Hour Shifts

17 Weekend Staff Nurse

20 Post Doc Trainee

21 Post Doc Employee

60 Volunteer

End OK Cancel

OK Cancel Clear Help

Payroll

** Filters report results to a specific Employment Category.

Parameters

Document Effective Date, From: 01-OCT-2009 To: 31-DEC-2009

Security Organization: 465000000 Psychology

Employee Blazer id:

Employee Number:

Document Type: CHANGE

Document Reason: SALARY SCHEDULE ADJUST

Employment Category: 06 Student

Payroll:

Job:

Payroll

Find %

Payroll

12/12 Monthly Faculty

9/12 Monthly

9/9 Monthly

Biweekly

Monthly

Trainee

End OK Cancel

OK Cancel Clear Help

HR ACT Doc Transaction Report

Job

** Filters report results to a specific Job Title.

The screenshot shows the 'Parameters' window for the HR ACT Doc Transaction Report. The 'Job' dropdown menu is open, displaying a list of job titles. The selected job is '0024 Visiting Assoc Prof'. The parameters are as follows:

Field	Value
Document Effective Date, From	01-OCT-2009
To	31-DEC-2009
Security Organization	465000000 Psychology
Employee Blazer id	
Employee Number	
Document Type	CHANGE
Document Reason	SALARY SCHEDULE ADJUST
Employment Category	06 Student
Payroll	Biweekly
Job	0024 Visiting Assoc Prof

The screenshot shows the 'Parameters' window with a yellow note overlay. The parameters are as follows:

Field	Value
Document Effective Date, From	01-OCT-2009
To	31-DEC-2009
Security Organization	465000000 Psychology
Employee Blazer id	
Employee Number	
Document Type	CHANGE
Document Reason	SALARY SCHEDULE ADJUST
Employment Category	06 Student
Payroll	Biweekly
Job	0TEN.Student Asst/Work Study

****Note:** Each parameter selected further restricts report results. When selecting multiple parameters, report results will reflect only transactions meeting all parameter conditions.

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

The screenshot shows the 'Parameters' window with the 'OK' button highlighted by a red box. The parameters are as follows:

Field	Value
Document Effective Date, From	01-OCT-2009
To	31-DEC-2009
Security Organization	465000000 Psychology
Employee Blazer id	
Employee Number	
Document Type	
Document Reason	
Employment Category	
Payroll	
Job	

HR ACT Doc Transaction Report

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

Submit Request

Run this Request...

Copy...

Name: HRUAB Act Docs Transaction Report

Parameters: 01-OCT-2009:31-DEC-2009:465000000 Psychology:.....

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: Layout

Notify: Notify

Print to: noprint

Options...

Help (Q) Submit Cancel

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
7918470	HRUAB Act Docs Transa		Completed	Normal	2009/10/01 00:00:00, 2009/12
7918453	HRUAB Act Docs Transa		Completed	Normal	2009/10/01 00:00:00, 2009/10

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](https://uabreportviewer.uab.edu/).

HR ACT Doc Transaction Report

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 Pe
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	11-Oct-09	12-Oct-09	14-Oct-09	COSTING CHANG	FUNDING SOURCE CHANGE		Y
15	448069	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 LATERAL/SAME DEP Transfer Lateral/Same Dept		
19	449425	25-Oct-09	19-Oct-09	20-Oct-09	CHANGE	TRANSFER LATERAL/SAME DEP Transfer Lateral/Same Dept		
20	449845	25-Oct-09	21-Oct-09	23-Oct-09	CHANGE	TRANSFER LATERAL/SAME DEP Transfer Lateral/Same Dept		
21	449878	25-Oct-09	21-Oct-09	23-Oct-09	CHANGE	TRANSFER LATERAL/SAME DEP Transfer Lateral/Same 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		

Columns I - S

Select Person Data
Form Information

	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	Birthdate	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	EXAM 18	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	

Columns T – Z

Assignment Form
Transactional
Information

	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		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	0AWD.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		465000000.00601.090501
16	1212 Monthly Faculty	01 Regular FT		465000000 Psychology	0AW4.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	99 Monthly	01 Regular FT		465000000 Psychology	0AY5.Assst Prof Soc and Behav Sci 9 Mo		465000000.53001.070801
24	1212 Monthly Faculty	01 Regular FT	Bham Main Campus	465000000 Psychology	0AW3.Prof SodBehav 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 SodBehav 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	File	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 Adjustmen	694.41	7.820496072	9573.77		
27		3395.42	Salary Schedule Adjustmen	-1940.24	-57.14285714	1455.18		

Columns AI – AL

Element Entry Form

Transactional Information

Columns AM – AP

Assignment Form

Transactional Information

Columns AQ - AR

Person Data Form

[illegible]