HR Burst Reports – University Documentation RMUAB Report Employee End Date Reminder (RPT.RM.023)

The RMUAB REPORT EMPLOYEE END DATE REMINDER (RPT.RM.023) is a listing of employees within an organization with an expired assignment end date or a pending assignment end date. Expired end dates are as of the report Run DATE and pending end dates are projected 45 days in advance of the report Run DATE. The assignment end date is available in ACT in the PROJECTED LAST DAY OF WORK field on the TERMINATION TAB of the PERSON DATA form.

The EMPLOYEE END DATE REMINDER report is electronically distributed once a month to the *HR Organization Contact*. The *HR Organization Contact* receives an email notification similar to the one below each month notifying them the Employee End Date Reminder report (RPT.RM.023) is accessible in the **UAB REPORT VIEWER**.

Click on the provided link to log into

displaying in the email, will be the new

reports received in the Report Viewer as

the UAB Report Viewer. Reports

of the date of the email.

From: UAB Report Viewer [mailto:UABRPTVW@cognosdb.it.uab.edu] Sent: Friday, February 01, 2008 3:26 PM

To:

Subject: Reports added in the UAB Report Viewer System.

Importance: High

Blazer Id:

Below is a list of reports that have been made anable in the UAB Report Viewer System within the last 24 hours. You can view reports by logging in at

https://uabreportviewer.uab.edu/

Report List

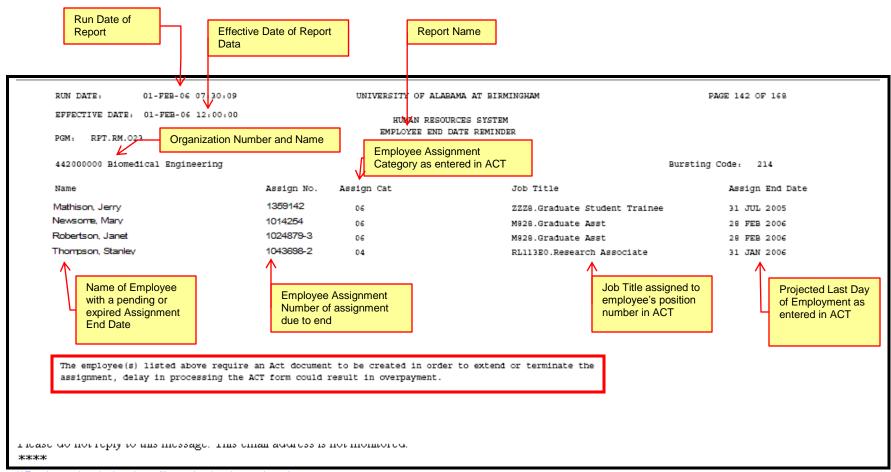
Ttop of the List.		
Report System	Report Name	Report Date
Oracle	RMUAB Department Accruals Hospital Report RPTRM017.	01-FEB-08
Oracle	HRUAB Report Departmental Budget Position Summary RPTSS004	01-FEB-08
Oracle	RMUAB Report Employee On Leave Of Absence RPTRM004	01-FEB-08
Oracle	RMUAB Report Employee End Date Reminder (RPT.RM.023)	01-FEB-08

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

Scroll to next page to view a sample of Report.

To access the **UAB REPORT VIEWER**, *click here*.



^{**}Employee data in the above illustration has been altered

NOTE:

The Assignment End Date will not automatically terminate or end an employee's assignment. An ACT document must be created in order to extend or terminate an employee (s) assignment. Delay in processing the appropriate ACT document, could result in an employee being overpaid.

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