

## 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**.

**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 available 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 :

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

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

Click on the provided link to log into the UAB Report Viewer. Reports displaying in the email, will be the new reports received in the Report Viewer as of the date of the email.

**Scroll to next page to view a sample of Report.**

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

Run Date of Report

Effective Date of Report Data

Report Name

RUN DATE: 01-FEB-06 07:30:09

UNIVERSITY OF ALABAMA AT BIRMINGHAM

PAGE 142 OF 168

EFFECTIVE DATE: 01-FEB-06 12:00:00

HUMAN RESOURCES SYSTEM  
EMPLOYEE END DATE REMINDER

PGM: RPT.RM.021

Organization Number and Name

Employee Assignment  
Category as entered in ACT

442000000 Biomedical Engineering

Bursting Code: 214

Name	Assign No.	Assign Cat	Job Title	Assign End Date
Mathison, Jerry	1359142	06	ZZZ8.Graduate Student Trainee	31 JUL 2005
Newsome, Mary	1014254	06	M928.Graduate Asst	28 FEB 2006
Robertson, Janet	1024879-3	06	M928.Graduate Asst	28 FEB 2006
Thompson, Stanley	1043698-2	04	RL113E0.Research Associate	31 JAN 2006

Name of Employee  
with a pending or  
expired Assignment  
End Date

Employee Assignment  
Number of assignment  
due to end

Job Title assigned to  
employee's position  
number in ACT

Projected Last Day  
of Employment as  
entered in ACT

The employee(s) listed above require an Act document to be created in order to extend or terminate the assignment, delay in processing the ACT form could result in overpayment.

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

\*\*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.*

[Return to Top](#)