

HR Reports –University Documentation

RMUAB Report Employees on Leave of Absence (Faculty/Non-Faculty) - RPTRM004

The **RMUAB REPORT EMPLOYEES ON LEAVE OF ABSENCE RPTRM004** is an inclusive list of employees within an organization currently in a **LEAVE WITH PAY** or **LEAVE WITHOUT PAY** assignment status as of the report effective date. This report includes the **EFFECTIVE DATE** and **EXPECTED RETURN TO WORK** date entered on the employee's **Leave of Absence** ACT document.

The purpose of this report is to notify the organizations of employees who will require a **Return from Leave** ACT document be completed before the employee can be returned to an **Active** assignment status; or a new **Leave of Absence** ACT document be completed changing the employee's **EXPECTED RETURN TO WORK** date.

The **EMPLOYEES ON LEAVE OF ABSENCE** 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 ON LEAVE OF ABSENCE – RPTRM004** 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	HRUAB Report Departmental Budget Position Summary RPT SS004	01-FEB-08
Oracle	RMUAB Report Department Accruals University Report RPTRM017	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.

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

Scroll to next page to view a sample report.

UNIVERSITY OF ALABAMA AT BIRMINGHAM HUMAN RESOURCES SYSTEM EMPLOYEES ON LEAVE OF ABSENCE (Faculty/Non-Faculty) EFFECTIVE AS OF 01-OCT-08									
BURSTING CODE: 483	LAST NAME	FIRST NAME	ORGANIZATION	ACTIVITY STATUS LEAVE WITHOUT PAY	EMPL STAT 01	EMPLOYEE CATEGORY 10 Month	BEGIN DATE 20-JUL-2008	EXPECTED RETURN DATE 14-SEP-2008	TOTAL 1
ACCOUNT TOTAL :									

Report Name

Organization Number and Name

Report Effective Date.

LEAVE WITHOUT PAY indicating employee is not receiving compensation while on leave.
LEAVE WITH PAY indicating employee is receiving compensation while on leave.

Total number of employee's within an organization currently in a leave of absence

Last and First Name of Employee on Leave

Employee Employment Status

Effective Date employee entered leave status

Date employee is expected to return to work as entered on the ACT Leave of Absence document.

Current Alternative Work Schedule

****Employee data has been altered.**

Note: If an employee is in a Leave Without Pay assignment status, a Return from Leave ACT document must be submitted and in "COMPLETE" status before the employee can be compensated for time worked and system responsibilities reactivated. For instructions how to complete a Return from Leave ACT document, [click here](#).

If you have questions or need assistance with the data provided on the Employee on Leave Report, contact HRM Records Administration at 205.934.4408.

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