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**, **Job Title** and **Payroll Groups**. The report is delivered to the requestors **UAB Report Viewer** as an **Excel** spreadsheet.

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**UAB HR Officer** → **Run Reports** → **Submit Processes** → **Single Request**

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1. From the **SUBMIT REQUEST** from click on the **NAME LOV**.
2. Select HRUAB ACT DOCS TRANSACTION REPORT and click OK.

3. The PARAMETERS window displays.
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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 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 document types; however, results can be filtered to a specific document type.
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**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. Each parameter selected further restricts report results. When selecting multiple parameters, report results will reflect only transactions meeting all parameter conditions. Once all parameters have been entered if applicable, click **OK**.

5. Click on **Submit** to generate report.
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6. The Request window opens.

Notice that the report has been assigned a Request ID number that is followed by the name of the report. The Phase field identifies at which point of the process the report is currently. Valid phases are Pending, Running, and Completed. Click on the Refresh Data button in the top, left-hand area of the window to see the update of the Phase. The Status field maintains the status of the report request. The only valid statuses are Normal and Error. The final field is the PARAMETERS field and lists the subsetted parameters applied to this report request before submission.

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. Click on the link provided in email to log into Report Viewer.

UPDATED 15-MAY-2015
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Sample Report:
Color coding has been added for training purposes only

<table>
<thead>
<tr>
<th>Rows: 1 – 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name and Parameters</td>
</tr>
<tr>
<td>Columns A – H</td>
</tr>
<tr>
<td>Transaction Descriptors</td>
</tr>
<tr>
<td>Columns I - S</td>
</tr>
<tr>
<td>Select Person Data Form Information</td>
</tr>
<tr>
<td>Columns T – Z</td>
</tr>
<tr>
<td>Assignment Form Transactional Information</td>
</tr>
</tbody>
</table>

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