The ACT TERM DOCS COMPLETED REPORT is a listing of all ACT Termination Type Documents (TERMINATE EMPLOYEE, END A TRAINEE and END A VOLUNTEER) with a document effective date within a selected period of time. Only termination type documents with a document status of “Complete” will display on the report.

The ACT TERM DOCS COMPLETED REPORT can be used to identify Employees, Trainees and Volunteers who have terminated their affiliation with the University during the time period entered in the report parameters, and the reason for termination as entered via the ACT document.

This report is available under the UAB HR Officer responsibility and can be generated on an as needed basis. The information available on this report is limited to the end users HR Organizational Hierarchy as it is assigned in the system. This report is delivered in Excel format to uab.edu email address. Requestor will receive an email notification.

1. From the SUBMIT REQUEST form click on the NAME LOV.
HRUAB ACT Term Docs Completed Report

2. Select **HRUAB ACT Term Docs Completed** from the reports listing, click **OK**; then the **Name** field of the Submit Request window populates and the **Parameters To_Date box** opens, defaulting to current date.

![Submit Request Window](image)

*Note: Changing the default dates in the **DATE FROM** and **DATE TO** fields restricts the retrieved data to a specific period of time. The report will only display employees, trainees and volunteers whose affiliation with the university has been terminated since January 1, 2004.*

3. Click the **Submit** button located at the bottom of the Submit Request Form.

Once the report request is submitted, the report request status screen will appear.

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 in 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.

![Report Request Status](image)

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4. When the **Phase** field shows **Completed** the report has been generated.

![HRUAB ACT Term Docs Completed Report](image)

5. The requestor receives an email notification from **UAB.Workflow@tuccster.tucc.uab.edu**

![Email notification](image)

6. Open the email; open the email attachment to view the **HRUAB ACT Term Docs** report in **Excel** format.

![Excel report](image)

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