HR ACT Doc Transaction Report
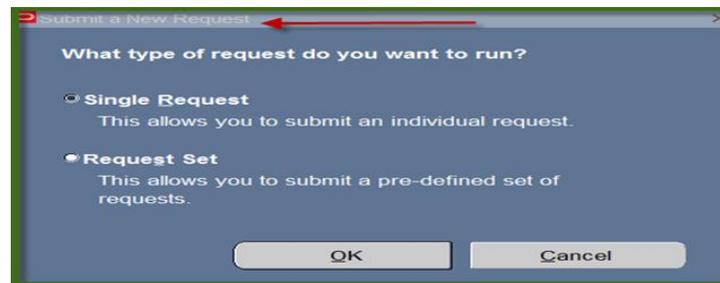
The **HR ACT DOC TRANSACTION REPORT** provides detailed information on ACT transactions in *"Complete"* status as of the run date of the report. This report includes: select **Person Data** information, transactional **Assignment/Salary** information, and **Element Payments** as they appeared on the 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.

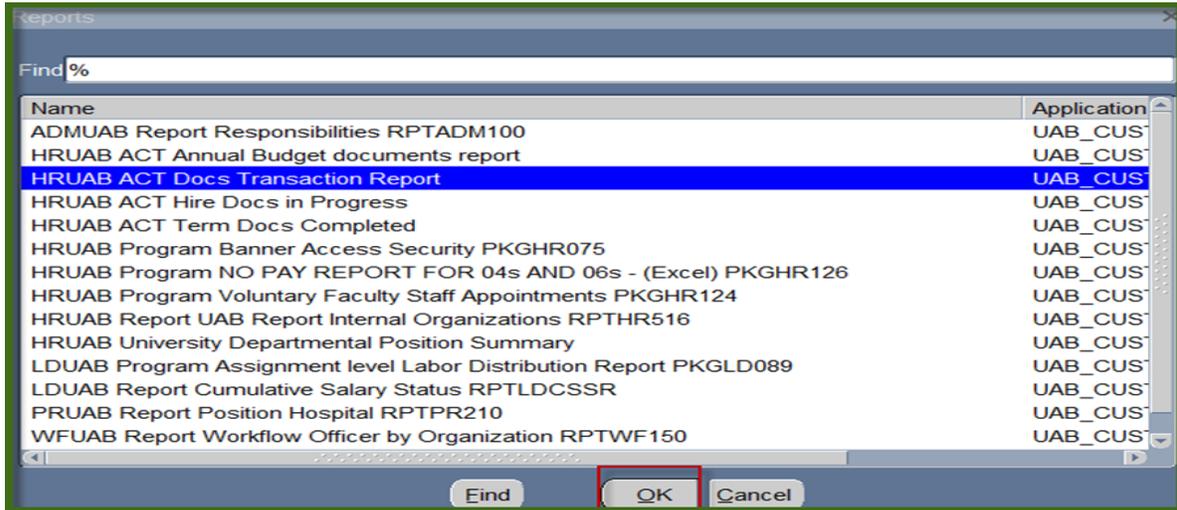**UAB HR Officer → Run Reports → Submit Processes → Single Request**

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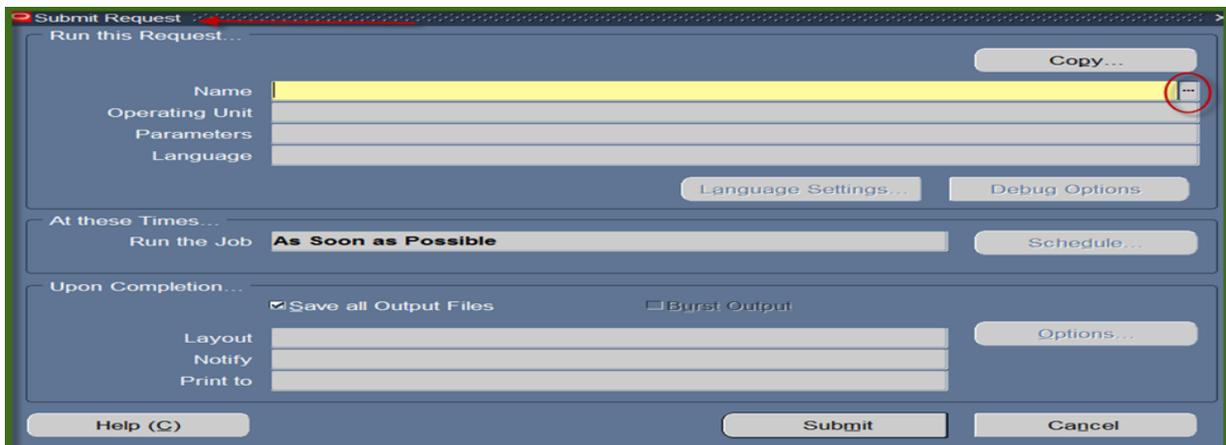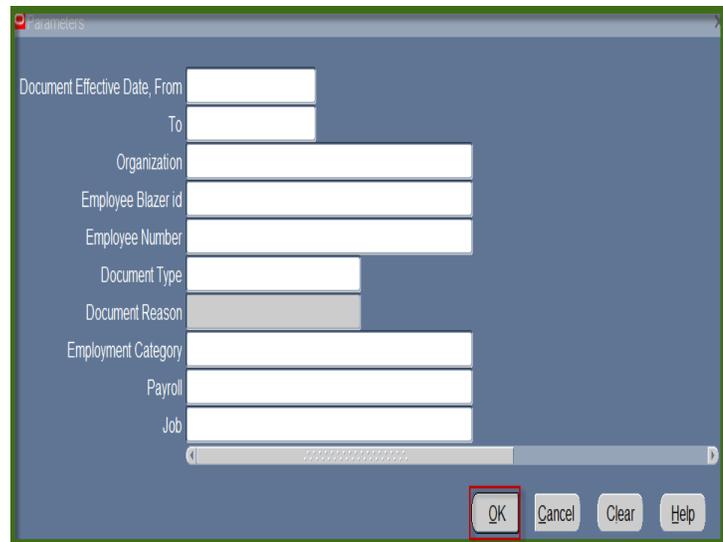
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2. Select **HRUAB ACT DOCS TRANSACTION REPORT** and click **OK**.

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

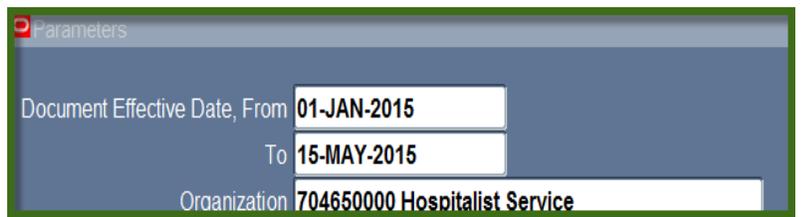Filters report results to transactions with a Document Effective Date within the specified time period.

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 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.

    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.

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Sample Report:

Color coding has been added for training purposes only

Rows: 1 – 4
Report Name and
Parameters

Columns A – H
Transaction
Descriptors

Columns I - S
Select Person Data
Form Information

Columns T – Z
Assignment Form
Transactional
Information

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Columns AA – AH

Salary Form Transactional Information

	AA	AB	AC	AD	AE	AF	AG	AH
	Fte	Doc Beginning Rate Of Pay	Sal Component Reason	Sal Change Value	Sal Change Percent	Doc Ending Rate Of Pay	Hosp Calc Code	Hosp Premium Code
	0.01		No Recurring Pay	0	0	0		NA
	0.01		No Recurring Pay	0	0	0		NA
	0.01		No Recurring Pay	0	0	0		NA
	1	22.55	Transfer Adjustment	6416.67		6416.67		NA
	0.01		No Recurring Pay	0	0	0		NA
	0.01		No Recurring Pay	0	0	0		NA

Columns AI – AL

Element Entry Form Transactional

Columns AM – AP

Assignment Form Transactional Information

Columns AQ - AR

Person Data Form Transactional Information

Columns AS – AT

Assignment Form Supervisor Information

	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
	Element Name	Doc Element Date	Entry Value	Value	Timekeeping Method	Timecard Dist Num	Timekeeping Org	Exp Ret Date	Proj Last Day Of Work	Actual Term Date	Supervisor Name	Supervisor Assn Num
								4/27/2015			Example1	1111111
	Incentive Pay	1-Jan-15	Amount	150							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	6290							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	11480							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	5875							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	3780							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	1610							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	1400							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	1650							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	1680							Example1	1111111
	Extra Duty Hours	1-Jan-15	Amount	2100							Example1	1111111
	Incentive Pay	1-Feb-15	Amount	600							Example1	1111111
	Incentive Pay	1-Feb-15	Amount	225							Example1	1111111
	Incentive Pay	1-Mar-15	Amount	150							Example1	1111111
	Incentive Pay	1-Mar-15	Amount	75							Example1	1111111
	Additional Duties	1-Mar-15	Amount	640							Example1	1111111
	Incentive Pay	1-Mar-15	Amount	600							Example1	1111111
					NA						Example1	1111111
	Extra Duty Hours	1-Apr-15	Amount	1375							Example1	1111111
	Extra Duty Hours	1-Apr-15	Amount	1340							Example1	1111111

RETURN TO TOP

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