HRUAB ACT Term Docs Completed Report

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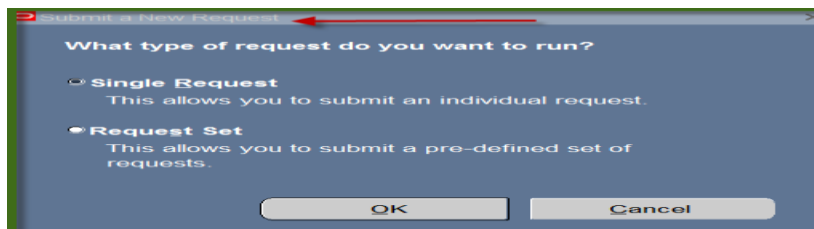
The ACT TERM DOCS COMPLETED REPORT can be used to identify **Employees**, **Trainees** and **Volunteers** who have terminated their affiliation with the University during the time period entered in the report parameters, and the reason for termination as entered via the ACT document.

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.
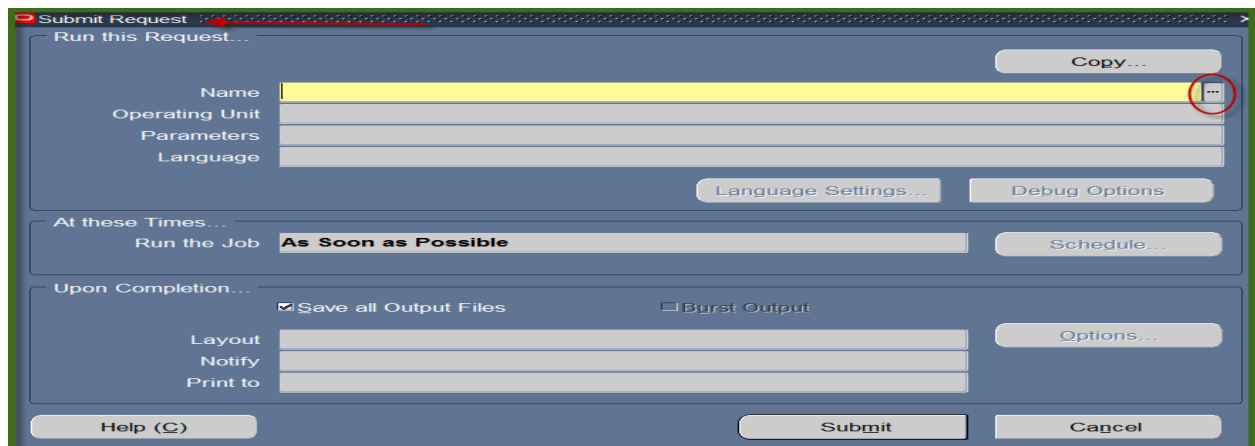

UAB HR Officer → Run Reports → Submit Processes → Single Request

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1.   From the **SUBMIT REQUEST** form click on the **NAME LOV**.

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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 **Paremeters To_Date box** opens, defaulting to current date.

Note: Changing the default dates in the <u>DATE FROM</u> and <u>DATE TO</u> 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.
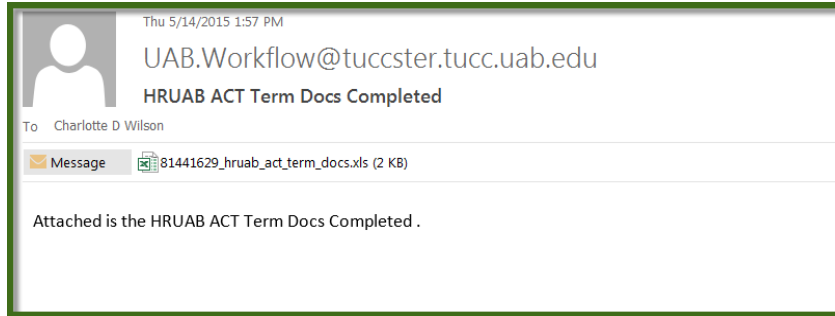
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4.   When the **Phase** field shows **Completed** the report has been generated.

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

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

DOC_EFFECTIVE_DATE	DOC_NUMBER	DOC_SUBGROUP	EMPLOYEE_NAME	EMPLOYEE_ID	ASSIGN_NUMBER	PRIMARY	EMPLOYEE_CATG	POSITION	JOB	LEAVING_REASON	REHIRE_RECOMN
14-May-15	872890		Holmes, Angela	1031782	1031782	Y	01 Regular FT	311851000.24201.140701.	AA309N2.Program Coord II	101 Resigned - Voluntary	Y
14-May-15	872341		Taratoot, Cole D	1064635	1064635	Y	01 Regular FT	480900000.40001.110901	0134.Asst Prof	101 Resigned - Voluntary	Y
14-May-15	871615		Villines, Jesse	1069720	1069720	Y	06 Student	481200000.99999.131010.	M829.Graduate Teaching Assistant	101 Resigned - Voluntary	Y
14-May-15	871614		Singhal, Nitin	1069787	1069787	Y	06 Student	481200000.99999.131010.	M829.Graduate Teaching Assistant	101 Resigned - Voluntary	Y
14-May-15	871612		Samples, John	1061913	1061913	Y	06 Student	481200000.99999.131010.	M829.Graduate Teaching Assistant	101 Resigned - Voluntary	Y
14-May-15	871608		Foster, Justin	1048833	1048833	Y	06 Student	481200000.99999.131010.	M829.Graduate Teaching Assistant	101 Resigned - Voluntary	Y
14-May-15	871606		Baugh, Veronica	1069523	1069523	Y	06 Student	481200000.99999.131010.	M829.Graduate Teaching Assistant	101 Resigned - Voluntary	Y
14-May-15	871206		Wyatt, Mitchell S	1010758	1010758-3	Y	02 Temporary FT	481200000.50299.140801.	0025.Visiting Asst Prof	380 Predetermined End Date	Y
14-May-15	871206		Wyatt, Mitchell S	1010758	1010758-4	N	04 Irregular	090000000.99305.031001.	ZM107N0.Tutor	380 Predetermined End Date	Y
14-May-15	870745		Szlenk, Nicholas Z	1065205	1065205	Y	06 Student	481000000.99999.131010.	M829.Graduate Teaching Assistant	335 Assignment Ended/Temporary Employee	Y
Total documents:10											

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