

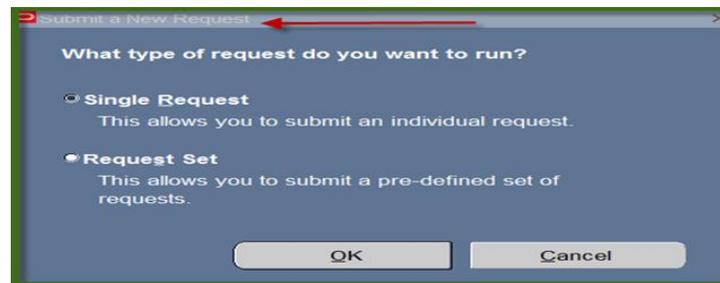
HR ACT Doc Transaction Report

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.

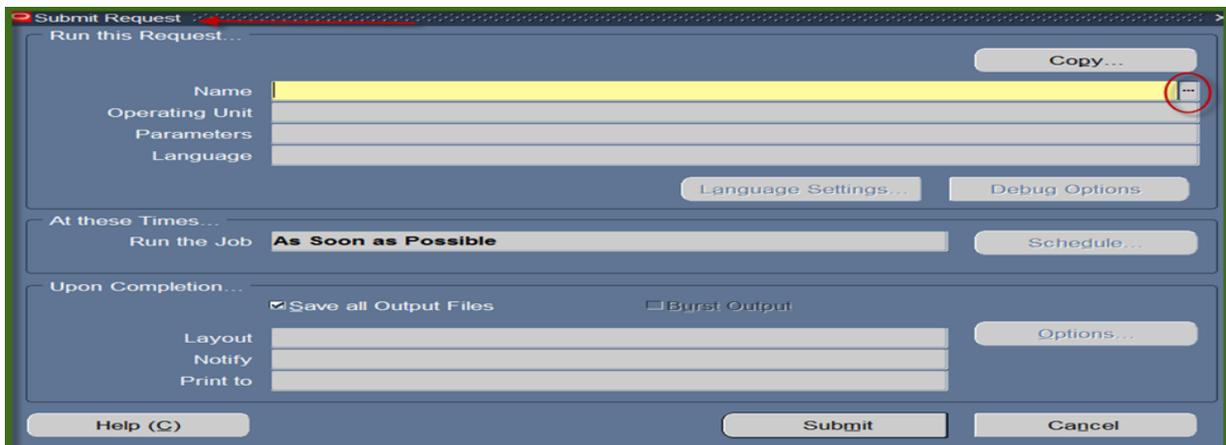
The **HR ACT DOC TRANSACTION REPORT** is available on the **HR Officer Responsibility** and can be generated on an ad-hoc (as needed) basis. The information available on this report is restricted to the end users HR Organizational Hierarchy as assigned in the system. Parameters are available for filtering 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

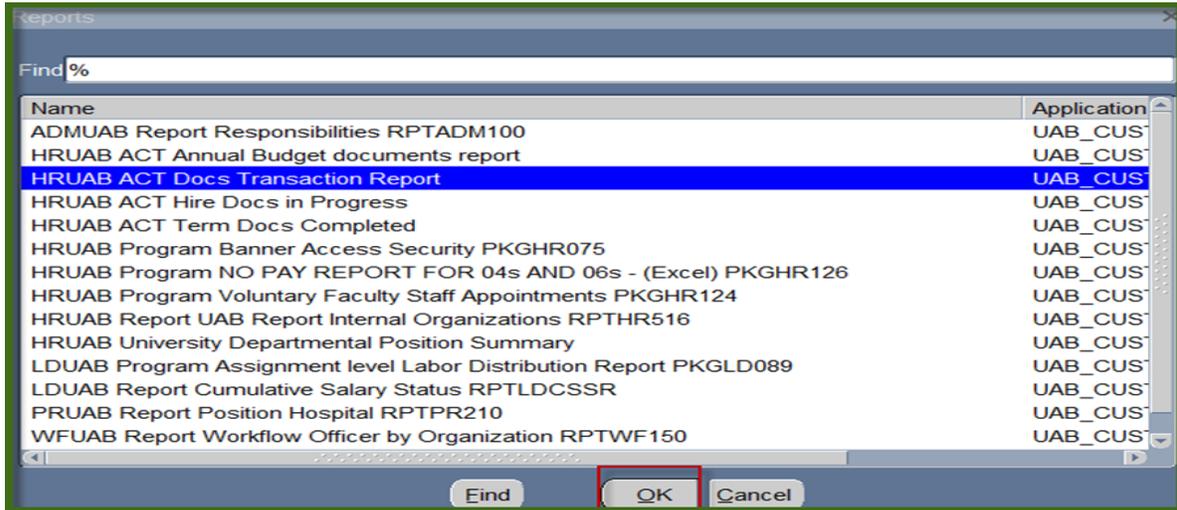


1. From the **SUBMIT REQUEST** from click on the **NAME LOV**.

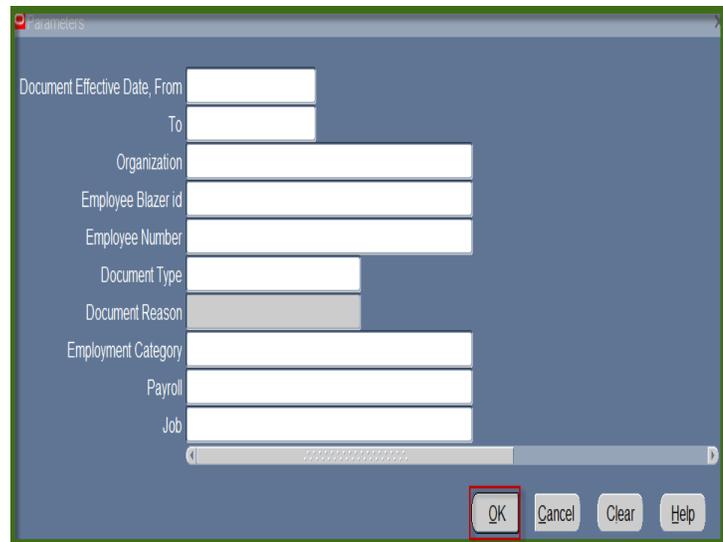


HR ACT Doc Transaction Report

2. Select **HRUAB ACT DOCS TRANSACTION REPORT** and click **OK**.



3. The **PARAMETERS** window displays.



HR ACT Doc Transaction Report

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.



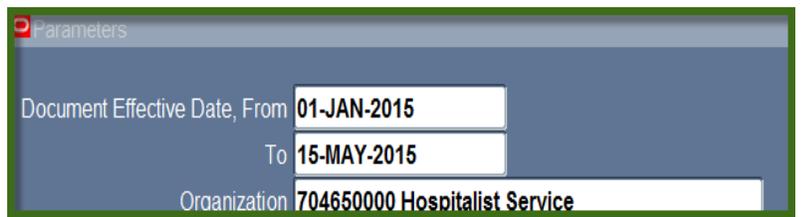
Parameters

Document Effective Date, From

To

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.



Parameters

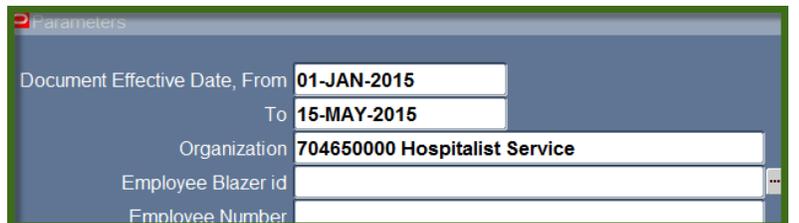
Document Effective Date, From

To

Organization

Employee Blazer id/Employee Number

Filters report results to a specific individual.



Parameters

Document Effective Date, From

To

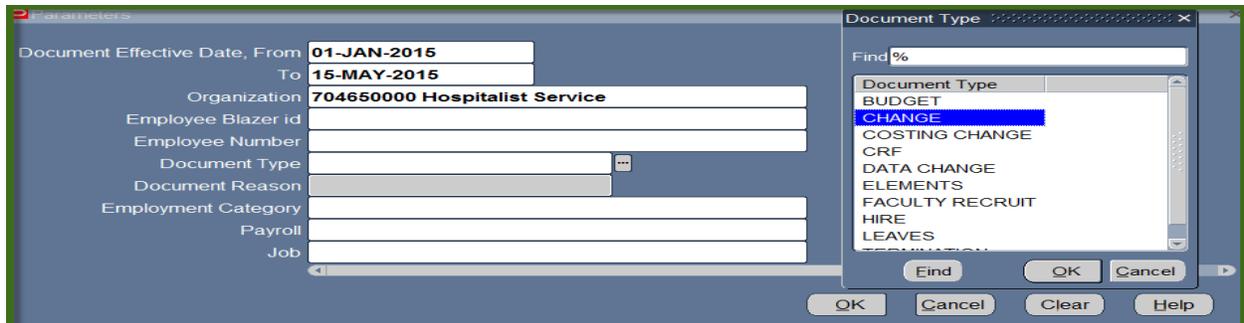
Organization

Employee Blazer id

Employee Number

Document Type

By default report results will include all document types; however, results can be filtered to a specific document type.



Parameters

Document Effective Date, From

To

Organization

Employee Blazer id

Employee Number

Document Type

Document Reason

Employment Category

Payroll

Job

Document Type

Find %

- BUDGET
- CHANGE
- COSTING CHANGE
- CRF
- DATA CHANGE
- ELEMENTS
- FACULTY RECRUIT
- HIRE
- LEAVES
- RESIGNATION

End OK Cancel

OK Cancel Clear Help

HR ACT Doc Transaction Report

Document Reason

Upon selecting a specific document type, the report results can then be further refined to a specific document reason.

The screenshot shows the 'Parameters' window for the HR ACT Doc Transaction Report. The 'Document Reason' dropdown menu is open, displaying a list of reasons. The first option, 'CHANGE OF ASSI...', is highlighted in blue. Other visible options include 'END ASSIGNMENT', 'EQUITY INCREASE', 'MERIT INCREASE', 'PROBATIONARY I...', 'PROMOTION SA...', 'RECLASSIFICATI...', 'SALARY SCHEDU...', 'TRANSFER LATE...', and 'TRANSFER LATE...'. The main form fields are: Document Effective Date, From 01-JAN-2015 To 15-MAY-2015; Organization 704650000 Hospitalist Service; Employee Blazer id; Employee Number; Document Type CHANGE; Document Reason; Employment Category; Payroll; and Job.

Employment Category

Filters report results to a specific Employment Category.

The screenshot shows the 'Parameters' window with the 'Employment Category' dropdown menu open. The list includes: 01 Regular FT (highlighted), 02 Temporary FT, 03 Regular PT, 04 Irregular, 05 Irregular ACA Eligible, 06 Student, 07 Resident, 11 Federal Work Study, 12 Three 12-Hour Shifts, 17 Weekend Staff Nurse, 20 Post Doc Trainee, 21 Post Doc Employee, 46 Trainee, and 59 Affiliate Employee. The main form fields are: Document Effective Date, From 01-JAN-2015 To 15-MAY-2015; Organization 704650000 Hospitalist Service; Employee Blazer id; Employee Number; Document Type CHANGE; Document Reason CHANGE OF ASSIGNMENT CA; Employment Category; Payroll; and Job.

Payroll

Filters report results to a specific Employment Category.

The screenshot shows the 'Parameters' window with the 'Payroll' dropdown menu open. The list includes: 12/12 Monthly Faculty (highlighted), 9/12 Monthly, 9/9 Monthly, Biweekly, Monthly, and Trainee. The main form fields are: Document Effective Date, From 01-JAN-2015 To 15-MAY-2015; Organization 704650000 Hospitalist Service; Employee Blazer id; Employee Number; Document Type CHANGE; Document Reason CHANGE OF ASSIGNMENT CA; Employment Category 01 Regular FT; Payroll; and Job.

HR ACT Doc Transaction Report

Job

Filters report results to a specific Job Title.

The Parameters dialog box is shown with the following fields filled in: Document Effective Date, From 01-JAN-2015, To 15-MAY-2015, Organization 704650000 Hospitalist Service, Employee Blazer id, Employee Number, Document Type CHANGE, Document Reason CHANGE OF ASSIGNMENT CA, Employment Category 01 Regular FT, Payroll Monthly, and Job. The Job dropdown menu is open, showing a list of job titles with '0024.Visiting Assoc Prof' selected. The OK button is highlighted.

- 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**.

The Parameters dialog box is shown with the following fields filled in: Document Effective Date, From 01-JAN-2015, To 15-MAY-2015, Organization 704650000 Hospitalist Service, Employee Blazer id, Employee Number, Document Type CHANGE, Document Reason CHANGE OF ASSIGNMENT CA, Employment Category 01 Regular FT, Payroll Monthly, and Job AC100N1.Admin Assoc. The OK button is highlighted with a red box.

- Click on **Submit** to generate report.

The Submit Request dialog box is shown with the following fields filled in: Name HRUAB ACT Docs Transaction Report, Operating Unit, Parameters 01-JAN-2015:15-MAY-2015:704650000 Hospitalist Service::CHANGE:CHANGE OF AS, Language American English, At these Times... Run the Job As Soon as Possible, Upon Completion... Save all Output Files checked, Layout, Notify, Print to noprint. The Submit button is highlighted with a red box.

HR ACT Doc Transaction Report

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.

The screenshot shows a window titled "Requests" with a table of report requests. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a red box, and a red arrow points to the "Phase" column.

Request ID	Name	Parent	Phase	Status	Parameters
81446465	HRUAB ACT Docs Transe		Completed	Normal	2015/01/01 00:00:00, 2015/05
81445889	WFUAB Report Workflow		Completed	Normal	, 145918
81445778	WFUAB Report Workflow		Completed	Normal	623,
81445625	HRUAB Report UAB Rep		Completed	Normal	
81445623	HRUAB Report UAB Rep		Completed	Normal	
81441629	HRUAB ACT Term Docs C		Completed	Normal	14-MAY-2015, 14-MAY-2015
81441422	HRUAB ACT Hire Docs in		Completed	Normal	14-MAY-2015
81441358	HRUAB ACT Hire Docs in		Completed	Normal	14-MAY-2015
81441224	HRUAB ACT Hire Docs in		Completed	Normal	01-MAY-2015
81441220	HRUAB ACT Hire Docs in		Completed	Normal	14-MAY-2015

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.

The screenshot shows an email notification from the UAB Report Viewer system. The email is addressed to Charlotte D Wilson and contains information about a new report being added to the system. It includes a table of report details and a link to view reports.

Blazer Id : CFWILSON
 A new report has been made available in the UAB Report Viewer System. The details are listed below.
 You can view reports by logging in at :
<https://uabreportviewer.uab.edu/>

Report System	Report Name	Report Date
Oracle	HRUAB ACT Docs Transaction report	15-MAY-15

 Please do not reply to this message. This email address is not monitored.

HR ACT Doc Transaction Report

Sample Report:

Color coding has been added for training purposes only

Rows: 1 – 4

Report Name and Parameters

Columns A – H

Transaction Descriptors

Run Date	Effective Date F To	Organization	Emp Blazer ID	Employee Number	Document Type	Document Reason	
5/15/2015 12:48	1-Jan-15	15-May-15	704650000	Hospitalist Service			
Document Number	Doc Eff Date	Doc Submit Date	Doc Completion Date	Doc Type	Doc Reason	Doc Subgroup	LD Changed
852401	1-Feb-15	14-Jan-15	26-Feb-15	LEAVES	FMLA WITH PAY		
852632	1-Jan-15	16-Jan-15	20-Jan-15	CHANGE	CHANGE OF ASSIGNMENT		
853062	1-Jan-15	16-Jan-15	20-Jan-15	DATA CHANGE	DATA CHANGE		
853063	1-Jan-15	16-Jan-15	20-Jan-15	ELEMENTS	NONRECURRING ELEMENT		
853065	1-Jan-15	16-Jan-15	20-Jan-15	ELEMENTS	NONRECURRING ELEMENT		
853066	1-Jan-15	16-Jan-15	20-Jan-15	COSTING CHANGE	FUNDING SOURCE CHANGE		
853067	1-Jan-15	16-Jan-15	20-Jan-15	ELEMENTS	NONRECURRING ELEMENT		
853068	1-Jan-15	20-Jan-15	20-Jan-15	ELEMENTS	NONRECURRING ELEMENT		
853156	1-Jan-15	20-Jan-15	20-Jan-15	HIRE	ADDITIONAL ASSIGNMENT		Y
853159	1-Jan-15	20-Jan-15	20-Jan-15	HIRE	ADDITIONAL ASSIGNMENT		Y
853160	1-Jan-15	13-Feb-15	20-Jan-15	HIRE	ADDITIONAL ASSIGNMENT		Y
857563	1-Feb-15	13-Feb-15	16-Feb-15	ELEMENTS	NONRECURRING ELEMENT		
857563	1-Feb-15	13-Feb-15	16-Feb-15	ELEMENTS	NONRECURRING ELEMENT		
862579	1-Mar-15	19-Mar-15	23-Mar-15	ELEMENTS	NONRECURRING ELEMENT		
862585	1-Mar-15	19-Mar-15	23-Mar-15	ELEMENTS	NONRECURRING ELEMENT		
862585	1-Mar-15	19-Mar-15	23-Mar-15	ELEMENTS	NONRECURRING ELEMENT		
862644	1-Mar-15	19-Mar-15	23-Mar-15	ELEMENTS	NONRECURRING ELEMENT		
868871	12-Apr-15	17-Apr-15	22-Apr-15	CHANGE	TRANSFER WITH PROMOTION	Transfer with Promotion	Y
870208	1-Apr-15	17-Apr-15	20-Apr-15	HIRE	ADDITIONAL ASSIGNMENT		Y
870209	1-Apr-15	24-Apr-15	20-Apr-15	HIRE	ADDITIONAL ASSIGNMENT		Y
871177	28-Apr-15	24-Apr-15	28-Apr-15	LEAVES	RETURN FROM LEAVE		

Columns I - S

Select Person Data Form Information

Assign Catg	Payroll Name	Emp Job	Supervisor Name	Supervisor Assn Num						
Emp Name	Emp Number	Blazer Id	Emp Email	Emp Campus	Ph Service Date	Birthday	Gender	Tot Num of Assign	Assign Number	Prim Assign
Example1, Employee	1111111	EXAM1	workflow@uab.edu	(205) 999-9999	13-Jun-05	15-May	M	2	1111111	Y
Example2, Employee	1111112	EXAM2	workflow@uab.edu	(205) 999-9999	28-Feb-11	20-Mar	F	2	1111112	Y
Example3, Employee	1111113	EXAM3	workflow@uab.edu	(205) 999-9999	22-Jun-09	10-Feb	M	3	1111113	N
Example4, Employee	1111114	EXAM4	workflow@uab.edu	(205) 999-9999	1-Jul-14	17-Aug	M	2	1111114	N
Example5, Employee	1111115	EXAM5	workflow@uab.edu	(205) 999-9999	1-Aug-12	28-Aug	M	2	1111115	N
Example1, Employee	1111116	EXAM6	workflow@uab.edu	(205) 999-9999	1-Jul-14	29-Apr	M	2	1111116	N
Example7, Employee	1111117	EXAM7	workflow@uab.edu	(205) 999-9999	1-Jul-13	6-Nov	M	3	1111117	N
Example1, Employee	1111118	EXAM8	workflow@uab.edu	(205) 999-9999	24-Jun-10	30-Mar	M	2	1111118	N
Example8, Employee	1111119	EXAM9	workflow@uab.edu	(205) 999-9999	24-Jun-13	30-May	M	1	1111119	
Example9, Employee	1111120	EXAM10	workflow@uab.edu	(205) 999-9999	1-Jul-14	11-Apr	M	1	1111120	
Example10, Employee	1111121	EXAM11	workflow@uab.edu	(205) 999-9999	24-Jun-12	28-Jun	M	1	1111121	
Example11, Employee	1111122	EXAM12	workflow@uab.edu	(205) 999-9999	28-Feb-11	20-Mar	F	2	1111122	Y
Example12, Employee	1111123	EXAM13	workflow@uab.edu	(205) 999-9999	28-Feb-11	20-Mar	F	2	1111123	Y
Example13, Employee	1111124	EXAM14	workflow@uab.edu	(205) 999-9999	22-Jan-08	30-Sep	F	1	1111124	Y
Example14, Employee	1111125	EXAM15	workflow@uab.edu	(205) 999-9999	27-May-08	22-Feb	F	1	1111125	Y
Example15, Employee	1111126	EXAM16	workflow@uab.edu	(205) 999-9999	27-May-08	22-Feb	F	1	1111126	Y
Example16, Employee	1111127	EXAM17	workflow@uab.edu	(205) 999-9999	29-Aug-11	29-Dec	F	1	1111127	Y
Example17, Employee	1111128	EXAM18	workflow@uab.edu	(205) 999-9999	18-Jun-12	10-Feb	F	1	1111128	Y
Example18, Employee	1111129	EXAM19	workflow@uab.edu	(205) 999-9999	24-Jun-13	28-Jun	F	1	1111129	
Example19, Employee	1111130	EXAM20	workflow@uab.edu	(205) 999-9999	24-Jun-12	14-Dec	F	1	1111130	
Example20, Employee	1111131	EXAM21	workflow@uab.edu	(205) 999-9999	12-Jun-05	15-May	M	2	1111131	Y

Columns T – Z

Assignment Form Transactional Information

Payroll	Assign Catg	Assign Loc	Assign Org	Assign Job	Assign Job	Assign Position
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	N060001.NURSE PRACTITIONER	W.G20	704650000.00400.7140300000.130301
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	N060045.NURSE PRACTITIONER		704650000.00800.7140300000.130801
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician		704650000.80300.7140300000
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician		704650000.80300.7140300000
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician		704650000.80300.7140300000
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician		704650000.80300.7140300000
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician		704650000.80300.7140300000
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician	W.Z50	704650000.80300.7140300000
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician	W.Z50	704650000.80300.7140300000
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician	W.Z50	704650000.80300.7140300000
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	N060045.NURSE PRACTITIONER		704650000.00800.7140300000.130801
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	N060001.NURSE PRACTITIONER		704650000.01100.7140300000.130301
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	N060001.NURSE PRACTITIONER		704650000.00300.7140300000.130301
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	N060001.NURSE PRACTITIONER		704650000.00300.7140300000.130301
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	HN126E0.RN-CLINICAL CARE COORD		704650000.01300.7140300000.121212
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	N060001.NURSE PRACTITIONER	W.G20	704650000.01800.7140300000.150219
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician	W.Z50	704650000.80300.7140300000
Monthly	04 Irregular	Bham Main Campus	704650000 Hospitalist Service	HP804E0.Physician	W.Z50	704650000.80300.7140300000
Monthly	01 Regular FT	Bham Main Campus	704650000 Hospitalist Service	N060001.NURSE PRACTITIONER		704650000.00400.7140300000.130301

HR ACT Doc Transaction Report

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
	Doc							Proj Last	Actual		
Element Name	Element Date	Entry Value	Value	Timekeeping Method	Timecard Dist Num	Timekeeping Org	Exp Ret Date	Day Of Work	Term Date	Supervisor Name	Supervisor Assn Num
Incentive Pay	1-Jan-15	Amount	150				4/27/2015			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](#)