

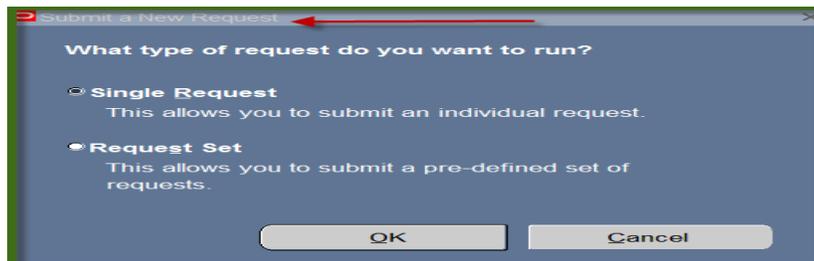
HRUAB ACT Hire Docs in Progress Report

The **ACT HIRE DOCS IN PROGRESS REPORT** is a listing of all **ACT Hire Type Documents** (to include: **New Hire, Rehire** and **New Trainee**) currently in **OPEN, READY,** or **USER_APPROVED** status as of the date the report is generated.

The ACT HIRE DOCS IN PROGRESS REPORT can be used to identify hire type documents that have been created up to a specific document effective date that have not reached “**Complete**” status at the time the report is generated.

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.

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

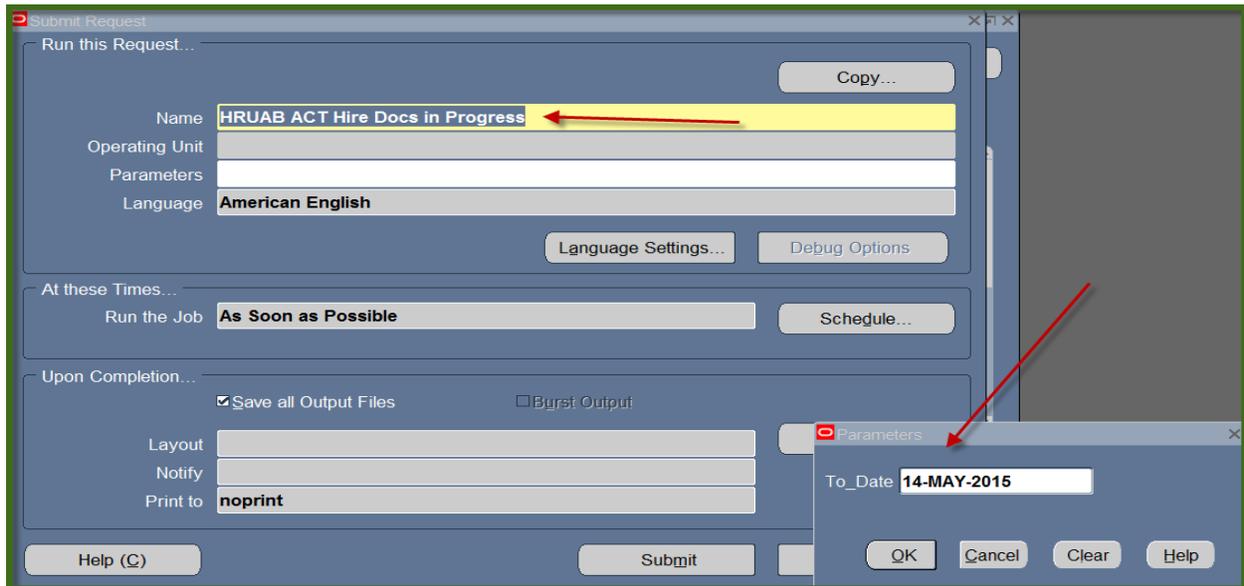


1. From the **SUBMIT REQUEST** form click on the **NAME LOV**.



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2. Select **HRUAB ACT Hire Docs in Progress** 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.



Note: By changing the default date to a future date, future dated hire type documents will display on the report.

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

Once the report request is submitted, the **Request** window 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 subsetting parameters applied to this report request before submission.

The image shows a window titled "Requests" with three buttons at the top: "Refresh Data", "Find Requests", and "Submit a New Request...". Below the buttons is a table with the following data:

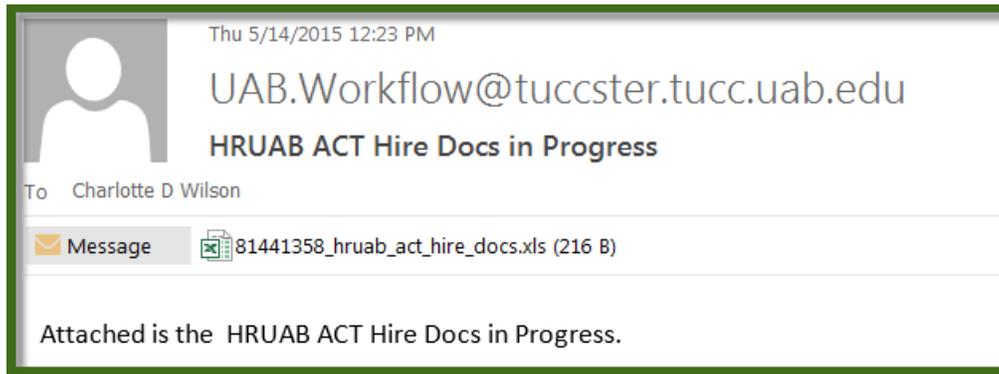
Request ID	Name	Parent	Phase	Status	Parameters
81441358	HRUAB ACT Hire Docs in		Pending	Normal	14-MAY-2015

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



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



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

DOC_EFFECTIVE	DOC_NUMBER	REQUESTOR	CREATION_DATE	SUBMIT_DATE	DOC_STATUS	DOC_SUBGROUP	EMPLOYEE_NAME	ASSIGN_CATG	EMPLOYEE_ORG	JOB	VISA_TYPE	PAYROLL
14-May-15	875147	CFWILSON	14-May-15	14-May-15	READY		Example, Peter	06 Student	212002000 Campus Recreation	B845.Student Asst	USCZ	Biweekly
6-May-15	874948	EXAMPLE1	13-May-15	13-May-15	USER_APPROVED		Oracle, Lane	46 Trainee	379000000 Biostatistics	RL112E0.Research Assistant	EAC	TRAINEE
6-May-15	874798	EXAMPLE2	13-May-15	13-May-15	USER_APPROVED		Talen, Test	04 Irregular	482300000 Anthropology	AG204F0 Consultant	USCZ	Biweekly