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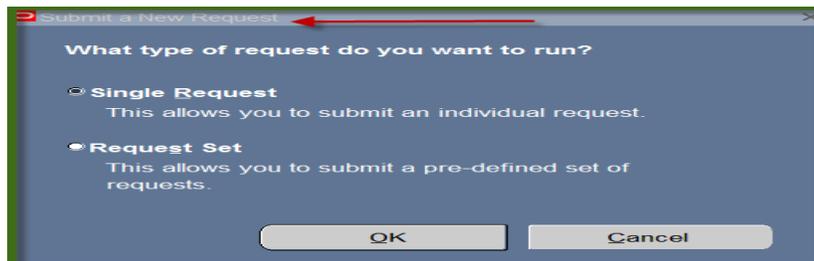
The **ACT HIRE DOCS IN PROGRESS REPORT** is a listing of all *ACT Hire Type Documents* (to include: **New Hire, Rehire** and **New Trainee**) currently in *OPEN, READY,* or *USER_APPROVED* status as of the date the report is generated.

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.

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**UAB HR Officer → Run Reports → Submit Processes → Single Request**
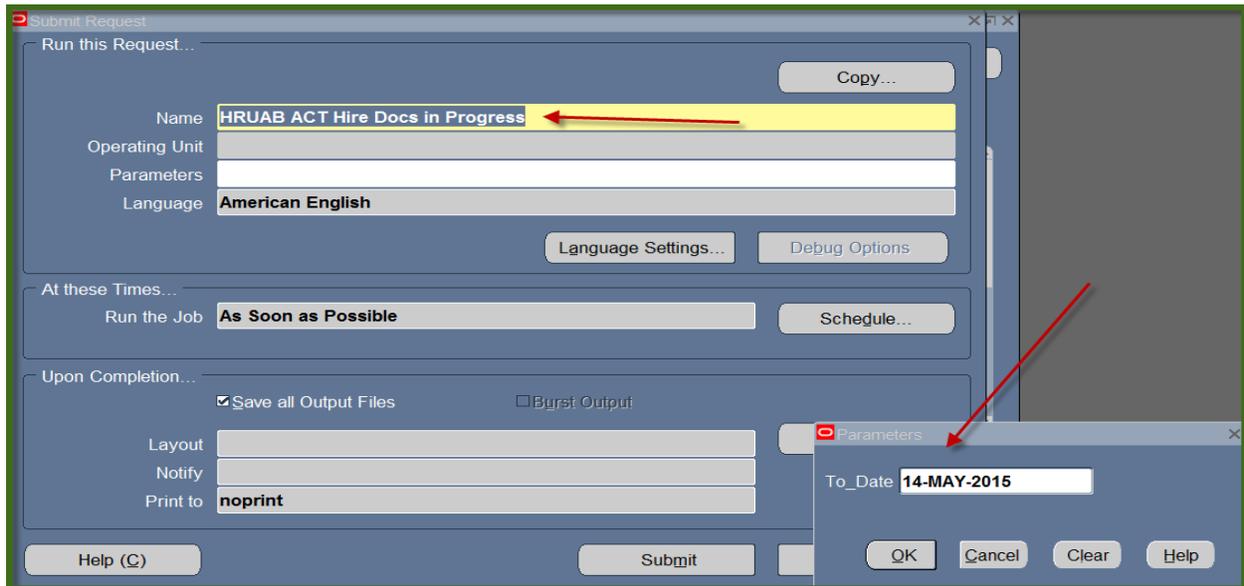
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1. From the **SUBMIT REQUEST** form click on the **NAME LOV**.

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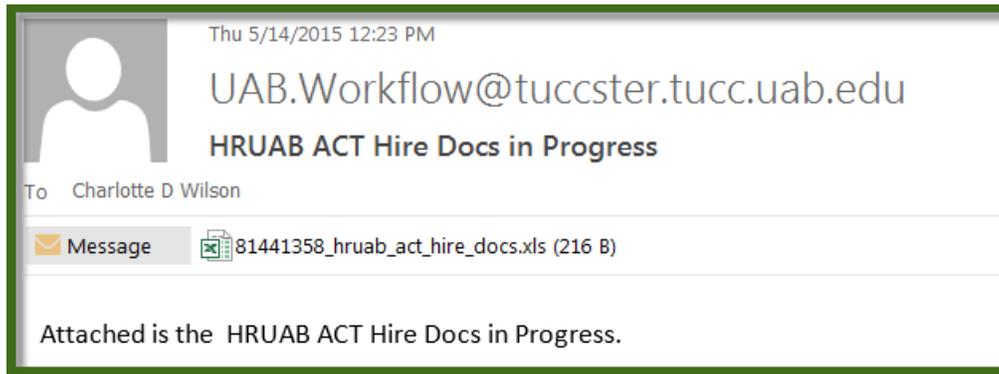


6.   Open the email; open the email attachment to view the **HRUAB ACT Hire Docs in Progress** report in Excel format.