

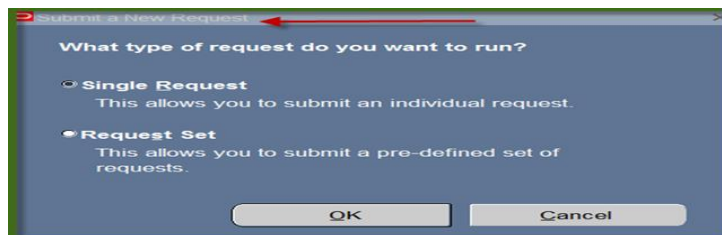
HRUAB VOLUNTEER REPORT

The **HRUAB PROGRAM VOLUNTEER FACULTY STAFF APPOINTMENTS REPORT** provides a list of individuals with an “active” 60-Volunteer assignment within an organization as of the report effective date. Data in report also identifies whether individual has active faculty appointment. The purpose of this report is to assist organizations in identifying volunteer assignments that could potentially be “ended” via an ACT document.

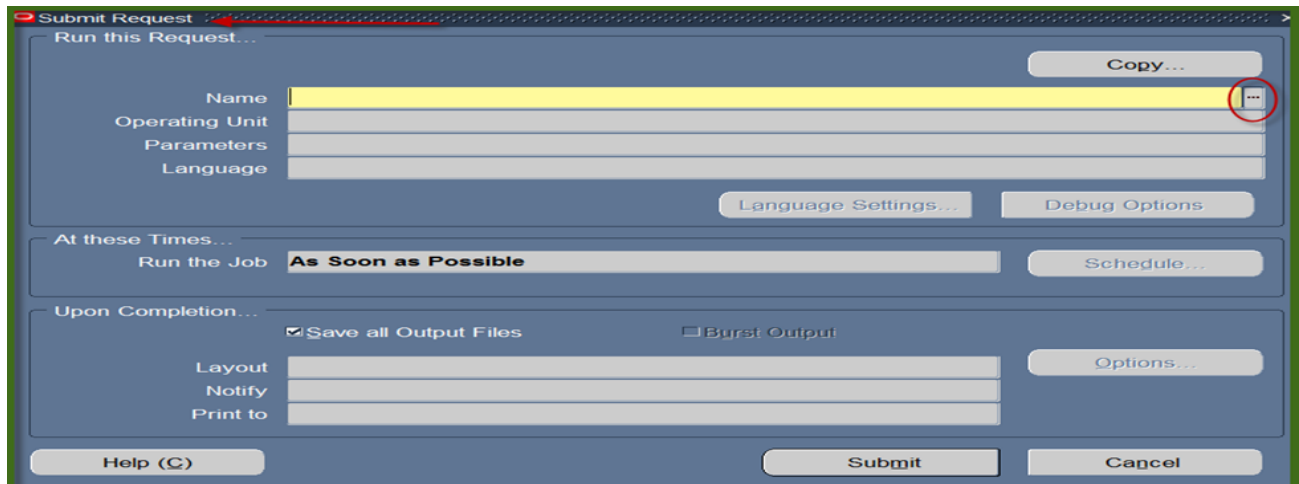
The **HRUAB PROGRAM VOLUNTEER FACULTY STAFF APPOINTMENTS REPORT** is available on the **HR Officer Responsibility** and can be generated on an ad-hoc (as needed) basis. It is delivered to the requestor’s **UAB Report Viewer** as a Microsoft Excel file. Data appearing on this report is restricted to the end users HR Organizational Hierarchy as assigned in the system.

A version of the **HRUAB PROGRAM VOLUNTEER FACULTY STAFF APPOINTMENTS REPORT** is electronically distributed monthly to the **HR Organization Contact** and **Workflow Officer (WFO)**.

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

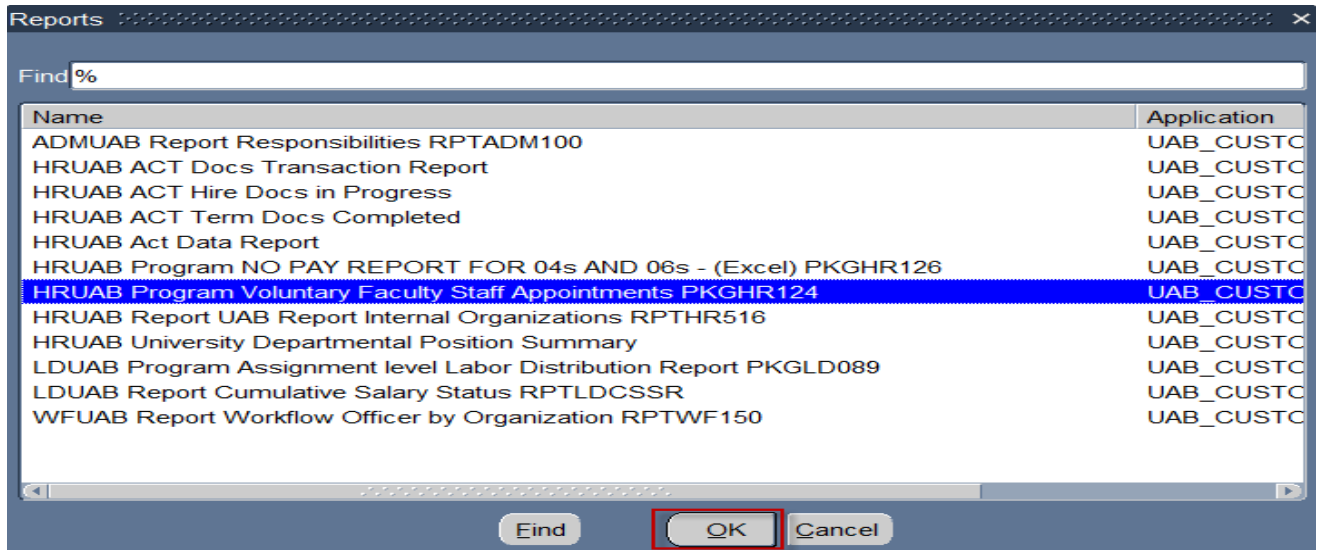


1. From the **SUBMIT REQUEST** from click on the **NAME LOV**.

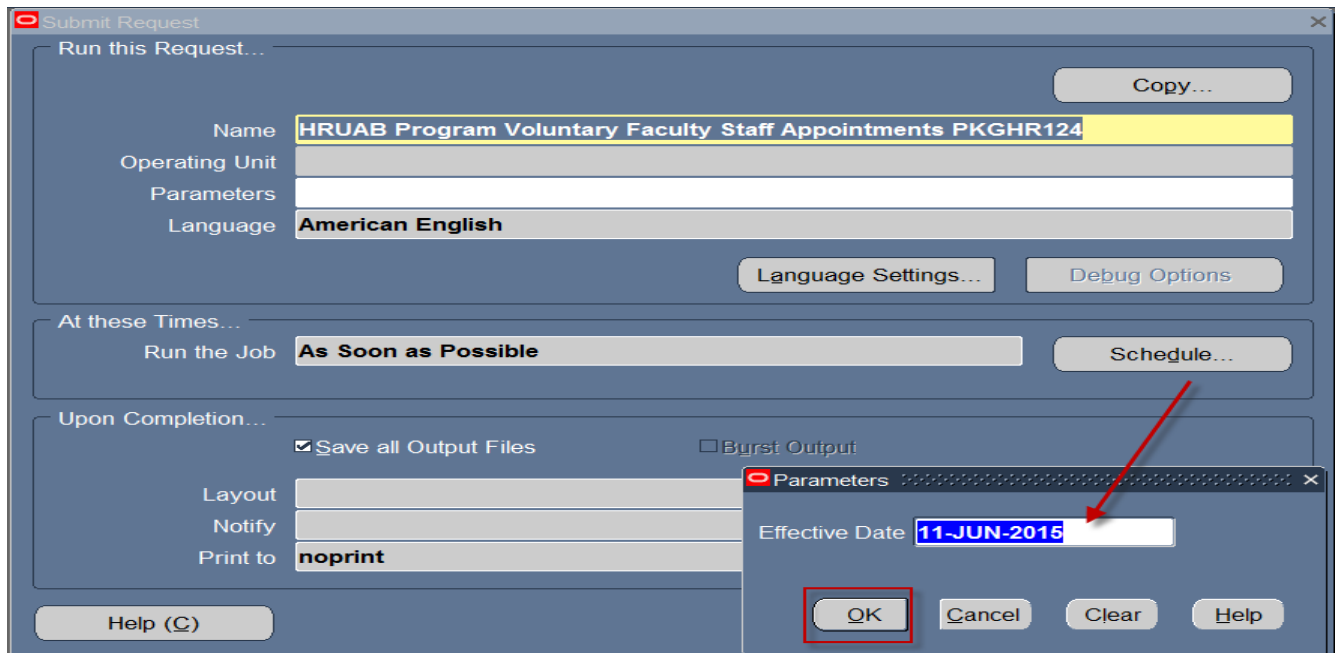


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2. Select the **HRUAB 04 06 NO PAY REPORT** and click **OK**.



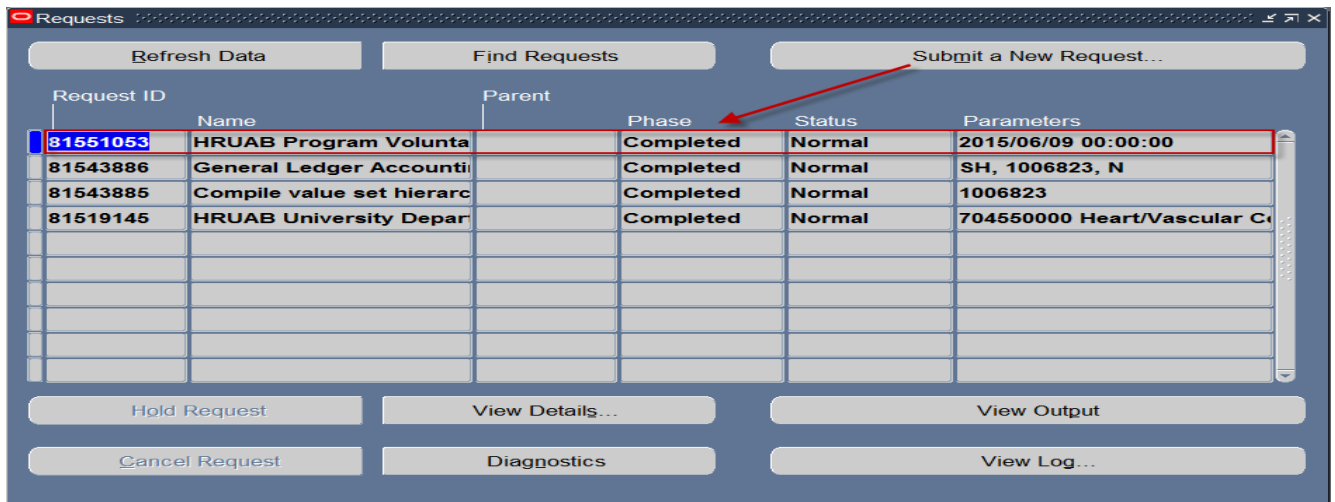
3. The **Parameter** box will display. The **Name** field on the **Submit Request** window populates and the **Parameters** Effective Date box opens, defaulting to the current date (or a different effective date can be entered), click **OK**.



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- The **REQUESTS** 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 requestor’s *uab.edu* email account informing them the report has been made available in the requestor’s **UAB Report Viewer System**. Click on the link provided in email to log into Report Viewer.



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6. Sample Report:

	B	C	D	E	F	G	H	I	J	K	L
1	015 15:10:28										
2											
3	Program Voluntary Faculty Staff Appointments PKGHR124										
4											
5	Effective Date :	9-Jun-15									
6											
							ACTIVE				PROJECTED
						FACULTY		ADJUSTED	CAMPUS	REASON FOR	END DATE OF
7	BLAZER ID	ASSIGNMI	EMPLOYEE NAME	HR ORGANIZATION	JOB TITLE	APPT.	RETIREE	SVC. DATE	PHONE #	AFFILIATION	AFFILIATION
8	Example1	1111111	Employee, One	189000000 Alys Stephens Center	Q014.Volunteer	N	N	6-Aug-14 (205) 999-9999	(205) 999-9999	Required for Access	5-Aug-15
9	Example2	1111112	Employee, Two	189000000 Alys Stephens Center	Q014.Volunteer	N	N	28-Jul-14 (205) 999-9999	(205) 999-9999	Required for Access	27-Jul-15
10	Example3	1111113	Employee, Three	189000000 Alys Stephens Center	Q014.Volunteer	N	N	3-Sep-14 (205) 999-9999	(205) 999-9999	Required for Access	2-Sep-15
11	Example4	1111114	Employee, Four	189000000 Alys Stephens Center	Q014.Volunteer	N	N	4-Sep-14 (205) 999-9999	(205) 999-9999	Required for Access	3-Sep-15
12	Example5	1111115	Employee, Five	189000000 Alys Stephens Center	Q014.Volunteer	N	N	5-Sep-14 (205) 999-9999	(205) 999-9999	Required for Access	4-Sep-15
13	Example6	1111116	Employee, Six	189000000 Alys Stephens Center	Q014.Volunteer	N	N	23-Jul-14 (205) 999-9999	(205) 999-9999		1-Sep-14
14	Example7	1111117	Employee, Seven	189000000 Alys Stephens Center	Q014.Volunteer	N	N	6-Aug-14 (205) 999-9999	(205) 999-9999	Required for Access	5-Aug-15
15	Example8	1111118	Employee, Eight	189000000 Alys Stephens Center	Q014.Volunteer	N	N	28-Jul-14 (205) 999-9999	(205) 999-9999		28-Jul-15

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