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 \rightarrow Run Reports \rightarrow Submit Processes \rightarrow Single Request



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

─ Run this Request			Copy
Name			
Operating Unit			\mathbf{U}
Parameters			
Language			
		Language Settings	Debug Options
At these Times			
Run the Job	As Soon as Possible		Schegule
- Upon Completion			
	Save all Output Files	Burst Output	
Layout			Options
Notify			
Print to			Í
Help (<u>C</u>)		Submit	Cancel

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

Reports DODDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	**********************
Find %	
Name	Application
ADMUAB Report Responsibilities RPTADM100 HRUAB ACT Docs Transaction Report	UAB_CUSTC UAB_CUSTC
HRUAB ACT Hire Docs in Progress HRUAB ACT Term Docs Completed	UAB_CUSTC
HRUAB Act Data Report	UAB_CUSTC
HRUAB Program NO PAY REPORT FOR 04s AND 06s - (Excel) PKGHR126 HRUAB Program Voluntary Faculty Staff Appointments PKGHR124	UAB_CUSTC UAB_CUSTC
HRUAB Report UAB Report Internal Organizations RPTHR516 HRUAB University Departmental Position Summary	UAB_CUSTC
LDUAB Program Assignment level Labor Distribution Report PKGLD089	UAB_CUSTC
WFUAB Report Workflow Officer by Organization RPTWF150	UAB_CUSTC UAB_CUSTC
	D
Eind QK Cancel	

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**.

Submit Request			×
─ Run this Request]
			Copy
Name	HRUAB Program Voluntary Faculty Staff	Appointments PKGHR	124
Operating Unit			
Parameters			
Language	American English		
		anguage Settings	Debug Options
At these Times			
Run the Job	As Soon as Possible		Schedule
Upon Completion			
	Save all Output Files	t Outout	
		Parameters (1999-1999-1999-1999-1999-1999-1999-199	
Layout			
Notify	Ef	ffective Date 11-JUN-20	15
Print to	noprint		
		OK Cancel	Clear
Help (C)			

4. 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.

O F	Requests 10000		-0-0-0-0-0-0-0-0-0-		-0-0-0-0-0-0-0-0-0-0-0-0-0-0-		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	Refresh Data			Find Requests		Submit a New Request		
	Request ID		Parent					
		Name			Phase	Status	Parameters	
	81551053 HRUAB Program Volunta 81543886 General Ledger Accounti 81543885 Compile value set hierarc		Volunta		Completed	Normal	2015/06/09 00:00:00	
			Accounti		Completed	Normal	SH, 1006823, N	
Ī			t hierarc		Completed	Normal	1006823	
	81519145 HRUAB University Depa		ty Depar		Completed	Normal	704550000 Heart/Vascular Ce	
	Hold I	Request	•	View Details			View Output	
	Cance	l Request		Diagnostics			View Log	

5. 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.



6. Sample Report:

7	В	С	D	E	F	G	Н	Ι	J	К	L
1	015 15:10:28										
2											
3	Program Voluntar	y Faculty St	aff Appointments PKGHR1	24							
4											
5	Effective Date :	9-Jun-15									
6											
				ACTIVE			PROJECTED				
						FACULTY		ADJUSTED	CAMPUS	REASON FOR	END DATE OF
7	BLAZER ID	ASSIGNM	EMPLOYEE NAME	HR ORGANIZATION	JOB TITLE	APPT.	RETIREE	SVC. DATE	PHONE #	AFFILIATION	AFFILIATION
8	Example1	1111111	Employee, One	189000000 Alys Stephens Center	Q014.Volunteer	Ν	Ν	6-Aug-14	(205) 999-9999	Required for Access	5-Aug-15
9	Example2	1111112	Employee, Two	189000000 Alys Stephens Center	Q014.Volunteer	Ν	Ν	28-Jul-14	(205) 999-9999	Required for Access	27-Jul-15
10	Example3	1111113	Employee, Three	189000000 Alys Stephens Center	Q014.Volunteer	Ν	Ν	3-Sep-14	(205) 999-9999	Required for Access	2-Sep-15
11	Example4	1111114	Employee, Four	189000000 Alys Stephens Center	Q014.Volunteer	Ν	Ν	4-Sep-14	(205) 999-9999	Required for Access	3-Sep-15
12	Example5	1111115	Employee, Five	189000000 Alys Stephens Center	Q014.Volunteer	Ν	Ν	5-Sep-14	(205) 999-9999	Required for Access	4-Sep-15
13	Example6	1111116	Employee, Six	189000000 Alys Stephens Center	Q014.Volunteer	Ν	Ν	23-Jul-14	(205) 999-9999		1-Sep-14
14	Example7	1111117	Employee, Seven	189000000 Alys Stephens Center	Q014.Volunteer	Ν	Ν	6-Aug-14	(205) 999-9999	Required for Access	5-Aug-15
15	Example8	1111118	Employee Fight	189000000 Alvs Stephens Center	0014 Volunteer	N	N	28-Iul-14	(205) 999-9999		28-Iul-15

RETURN TO TOP