

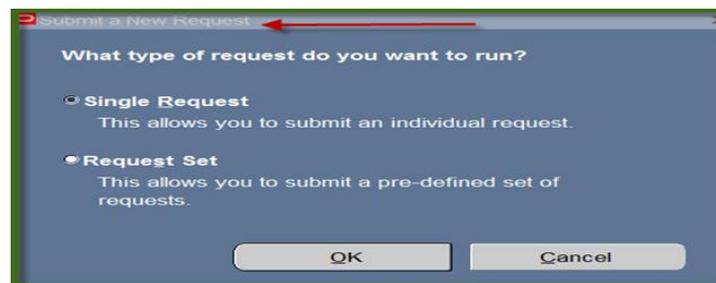
HRUAB 04 06 NO PAY Report

The **HRUAB 04 06 NO PAY REPORT** provides a list of active **04 Irregular Part-Time** and **06 Student** employees within an organization that have not been compensated through UAB Payroll Services within the specified period of time. The purpose of this report is to assist organizations in identifying assignments that could potentially be “**ended**” or “**terminated**” via an ACT document due to no payroll activity.

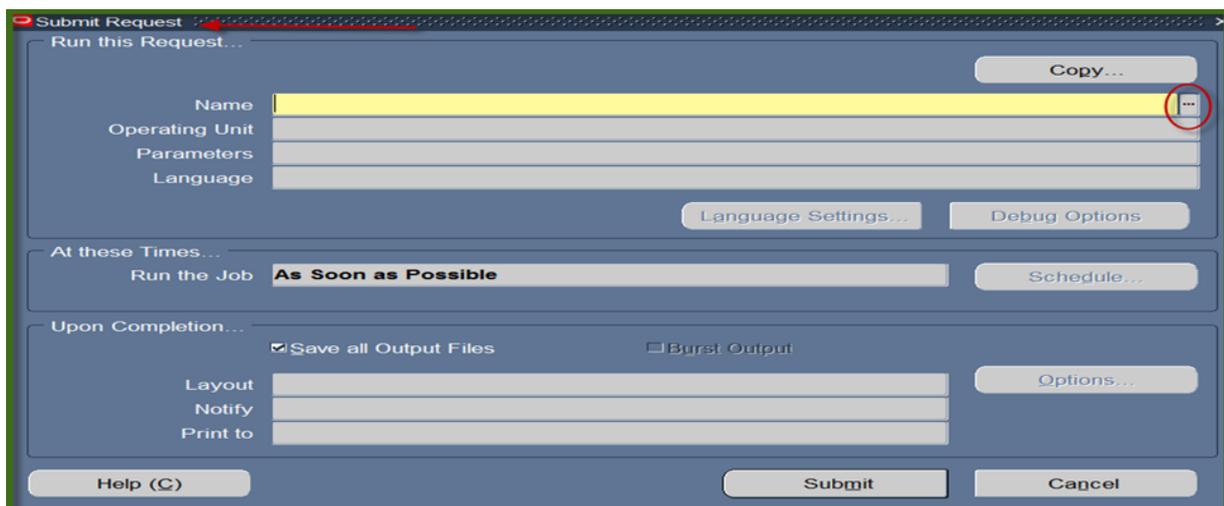
The **HRUAB 04 06 NO PAY REPORT** is available on the **HR Officer Responsibility** and can be generated on an ad-hoc (as needed) basis. It is delivered to the UAB Report Viewer as a Microsoft Excel file. Data appearing on this report is restricted to the end users HR Organizational Hierarchy as assigned in the system. This report is delivered to the requestors **UAB Report Viewer** as an Excel spreadsheet.

A version of the **HRUAB 04 06 NO PAY** report is electronically distributed monthly to the **HR Organization Contact** and **Workflow Officer (WFO)**.

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

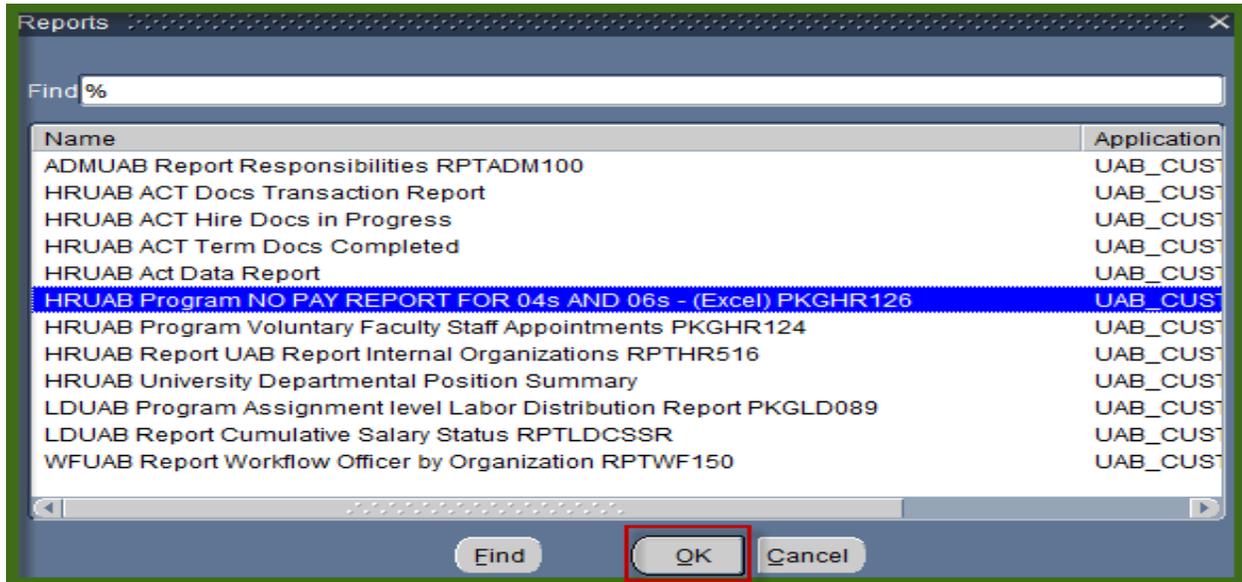


1. From the **SUBMIT REQUEST** from click on the **NAME LOV**.



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

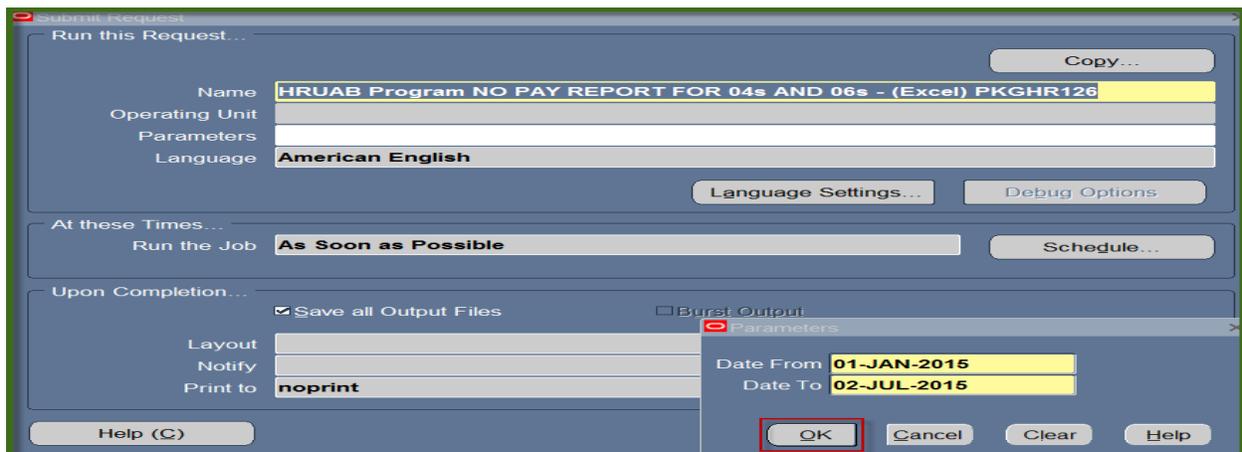


3. The **Parameter** box will display.

Enter a date in the **Date From** field, however, the field restricts data back to specified date.

Date To field defaults to 31 days past the current date and restricts data **up** to a specific date. **NOTE:** the **Date To** field can be changed to an earlier date; however, entering a subsequent date will cause report to error.

Click **OK** on the Parameters on box and click **SUBMIT** to generate report.



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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.

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 in blue and has a red box around it. A red arrow points to the 'Phase' column of this row.

Request ID	Name	Parent	Phase	Status	Parameters
81513699	HRUAB Program NO PAY		Completed	Normal	2015/01/01 00:00:00, 2015/07
81512565	HRUAB Define or End Da		Completed	Normal	392900000 Dept of Biomedic
81498880	HRUAB Define or End Da		Completed	Normal	357002300 Biomedical & Hea
81495226	HRUAB Program NO PAY		Completed	Normal	2014/01/01 00:00:00, 2015/06
81494645	HRUAB ACT Annual Budg		Completed	Normal	2010
81494617	HRUAB ACT Annual Budg		Completed	Normal	2011
81494168	HRUAB ACT Annual Budg		Completed	Normal	2015

- 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.

The screenshot shows an email notification from the UAB Report Viewer System. The email contains a table with report details.

Mon 6/1/2015 1:38 PM
 UAB Report Viewer <UABRPTVW@cognosdb.it.uab.edu>
 New report added in the UAB Report Viewer System.

To: Charlotte D Wilson
 This message was sent with High importance.

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 Details :

Report System	Report Name	Report Date
Oracle	04_06 No Pay Report	01-JUN-15

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

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6. Sample Report:

	A	B	C	D	E	F	G	H	I	J
1	Run Date: 01-JUN-2015									
2	13:23:24									
3	Report Description:									
4	NO PAY REPORT FOR 04s									
5	AND 06s - (Excel)									
6	Parameters:									
7	Transaction Date From :		1-Jan-15							
8	Transaction Date To :		2-Jul-15							
9	Employee Id :		All Applicable							
10					ASSIGNMENT	ASSIGNMENT			PRIMARY	
11	ORGANIZATION #	EMPLOYEE NUMBER	BLAZER ID	EMPLOYEE NAME	NUMBER	CATEGORY	ASSIGNMENT ORGANIZATION	ASSIGNMENT JOB	ASSIGNMENT	PAYROLL NAME
12	10000000	1000000	Example1	Example, Test1	1000000	04 Irregular	010000000 General UAB Administration	0136.Instructor	N	12/12 Monthly Faculty
13	10000000	1000001	Example2	Example, Test2	1000001	04 Irregular	010000000 General UAB Administration	0136.Instructor	N	12/12 Monthly Faculty
14	10000000	1000002	Example3	Example, Test3	1000002	04 Irregular	010000000 General UAB Administration	0136.Instructor	Y	12/12 Monthly Faculty
15	90000000	1000003	Example4	Example, Test4	1000003	06 Student	090000000 Athletics Department Administration	B845.Student Asst	N	Biweekly
16	90000000	1000004	Example5	Example, Test5	1000004	04 Irregular	090000000 Athletics Department Administration	ZM107N0.Tutor	N	Biweekly
17	90000000	1000005	Example6	Example, Test6	1000005	06 Student	090000000 Athletics Department Administration	B845.Student Asst	N	Biweekly
18	90000000	1000006	Example7	Example, Test7	1000006	06 Student	090000000 Athletics Department Administration	B845.Student Asst	N	Biweekly
19	90000000	1000007	Example8	Example, Test8	1000007	06 Student	090000000 Athletics Department Administration	B845.Student Asst	N	Biweekly
20	90000000	1000008	Example9	Example, Test9	1000008	06 Student	090000000 Athletics Department Administration	ZM107N0.Tutor	N	Biweekly
21	90000000	1000009	Example10	Example, Test10	1000009	06 Student	090000000 Athletics Department Administration	B845.Student Asst	N	Biweekly
22	90000000	1000010	Example11	Example, Test11	1000010	04 Irregular	090000000 Athletics Department Administration	ZM107N0.Tutor	Y	Biweekly
23	90000000	1000011	Example12	Example, Test12	1000011	04 Irregular	090000000 Athletics Department Administration	XA204N0.Athletic	Y	Biweekly
24	90000000	1000012	Example13	Example, Test13	1000012	06 Student	090000000 Athletics Department Administration	ZM107N0.Tutor	Y	Biweekly
25	90000000	1000013	Example14	Example, Test14	1000013	06 Student	090000000 Athletics Department Administration	ZM107N0.Tutor	Y	Biweekly
26	90000000	1000014	Example15	Example, Test15	1000014	06 Student	090000000 Athletics Department Administration	B845.Student Asst	Y	Biweekly

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