Action Reason Changes – Post Audit Report Tool

Navigation: Home: Reports and Reviews; Job Information; Personnel Actions History

This report can be run for a specific time period (from and to dates) as well as for specific action/reason code combinations. This report can provide you with a post audit tool to review any transaction that was entered into HRMS.

Listed are three examples for running this report:

Example 1: If you want to capture all terminations with a reason of retirement for the month of February you would use the run control parameters below:

Example 2: If you want to capture all terminations for the month of February, you would set the run control parameters as below:

University of
Co orado

Menu   El
'''Reports and Reviews
 |> Auditing
 |> Classified Staff Reports
 |> Financial Aid Reports
 |> Funding and Suspense
'''Job Information
  – Benefits with No
    Earnings
  – Contract Pay
  – Employees on Leave of
    Absence
  – End Of Appointment
  – Job Status
  – Personnel Actions
  – Personnel Actions HSC
  – Personnel Actions
    H1st
  – Personnel Roster
  – Salary History by
    Department
  – Salary History by
    Employee
  – Temporary Employees
  – Job List
  – Job Summary
  – Work Study
  – Leave Accrual Summary
 |> Payroll and Time
    Collection
 |> Personal Information

New Window | Custar

Personnel Actions History

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Descritllion:Language: English   Report Manager   Process Monitor   Run

RetlOilRe!tuest Parameters

   Enl!liiD: 'Q.
   Det !ID: -Q.   ft-om Date: End Date:
   JobCode: O.   02/01/2007   GI   02/28/2007   8
                                        D Add Termimlled Enwtoyees

! Action Reason   Find   First 1 of 1 Last

   * Action: Termination   v | Reason Code: r --.A   I±JEI

Iii! Save   .Q. Relurn to Search   Notify

E+ Add   Update/Display

Example 3: Multiple Action Reason Codes-You can also run this report for multiple action reason code combinations. It is not necessary to enter a reason code for every action you select. See example below:

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Menu	EI
""Reports and Reviews	
▷ Auditing	
▷ Classified Staff Reports	
▷ Financial Aid Reports	
▷ Funding and Suspense	
""Job Information	
– Benefits with No Earnings	
– Contract Pay	
– Employees on Leave of Absence	
– End Of Appointment	
– Job Status	
– Personnel Actions	
– Personnel Actions HSC	
– Personnel Act1ons ::!J.gQ]y	
– Personnel Roster	
– Salary History by Department	
– Salary History by Employee	
– Temporary Employees	
– Job List	
– Job Summarv	
– Work Study	
– Leave Accrual Summary	
▷ Payroll and Time Collection	
▷ Personal Information	
▷ Position	
▷ Recruiting	
▷ Training	
▷ Recruiting	

Personnel Act History

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Emt iiD: L   Q.
Detl11D: ,–––––––Q.   F'DlllDate: End Date:
Job Code: L ! 0.   02/01/2007 Gl   02/28/2007 Gl
                                         O Add Terminl led Enwtoyees

Act on\Reason   **Find** First ◄ 1-3 of 3 ► Last

* Action: Position Change   ∨ Reason Code: RPT ⚲   ⊞ ⊟

* Acti on: Termination   V Reason Code: I±JEJ

* Action: Pay Rate Change   ∨ Reason Code: I±JEJ

Vi ....----l   .9-Returnto Search   121 Notify   ☑+Add   ☑Update/Display