

View Effort Reports (Beginning April 2013)

Employees may view and track their effort reports dated April 2013 and after, utilizing the Oracle Administrative Systems **UAB Effort Report User** responsibility.

UAB Effort Report User → View Effort Reports (Beginning April 2013) - restricted to individual

The Effort Report Search Page will display.

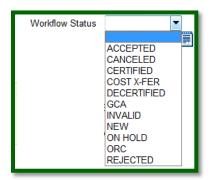
Effort Report Search Page:							
	Employee Name Effort Report Year Employee Number Workflow Status Primary Organization Quarter Start Date Document Number Image: Comparison of the start Date						
	Filters Show only Active Efforts Show only Latest Versions						
	Search Clear						
Effort Report Details							
Employee							
Document Number Name	Employee Number Primary Organization Start Date End Date Effort Report Status Log						
No search conducted.							
Home Logout							

The scope of the search results is dependent on the search criteria you enter. The fields available for search criteria are defined below. <u>NOTE: Under the responsibility</u>, **UAB Effort Report User**, the requestor may view only their personal effort reports.

Document Number	

To search for a specific document, you may enter the document number in the **Document Number** field.

Effort Report Year



You may search using the **Effort Report Year** field to limit results to a specific year. The year

must be entered manually and *must be 2013 or later.*

You may elect to query effort reports according to the status of the document by using the **Workflow Status** field.

Clicking on the drop down arrow in the **Workflow Status** field displays a list of available statuses. For more explanation on the definition of each status, <u>click here</u>.

Quarter Start Date	
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To locate the current period effort report, enter the period start date in the **Period Start Date** field *(example: 01-OCT-2016)*.

Search Clear

Search = Displays results in the Effort Report Details section.

Clear = Clears entire form

To view a specific effort report, click on the <u>Approved Effort.pdf</u> hyperlink.

To determine the worklist location of the current period effort report, click on the Log hyperlink.

Effort Report Sear	ch Page:							
		Emp Primary	nployee Name loyee Number y Organization ment Number			ffort Report Year Workflow Status uarter Start Date		•
				Search		Show only Active		
Effort Report Details	Employee							
Document Number	Name	Employee Number	Primary Organization				Status Log	
1093706	McGlone, Carrie	1001086	113800000 Budget		0-JUN- 014	Approved Effort Report.pdf	NEW Log	-
			Но	me Logout				