HRUAB Ludicrous Report

Summary: The **HRUAB LUDICROUS REPORT** provides detailed information for employees in a specified organizational unit as of the run date of the report. This 'everything but the kitchen sink' report has over 80 data fields which includes **Person Data**, **Assignment**, **Salary**, and basic **Faculty Appointment** (where available) information, as it appears in the person's Oracle employment record.

The information available in the report is restricted by the HR Organizational Hierarchy as assigned in the Oracle system. To provide the most business value, the report includes all employment categories, except for **99 Requisition**. The report parameters allow users to filter content based on *assignment status, employment category groups, primary flag, and payroll type*.

The purpose of report is to supply Org Admins a comprehensive report of their unit's **Person**, **Assignment**, **Job, Organization**, and **Payroll** information. It is designed to replace the need for multiple burst reports and to provide a cohesive reporting experience. The report is delivered through **UAB Report Viewer** as an **Excel** spreadsheet with a total of *88 columns*.

> The following requirements must be met to receive a copy of the Ludicrous Report:
>
> 1. Must be identified as an **HR Organization Administrator**
> 2. Must complete the **HR Privacy Awareness course**
> 3. Assigned an **Oracle HR Officer Responsibility**

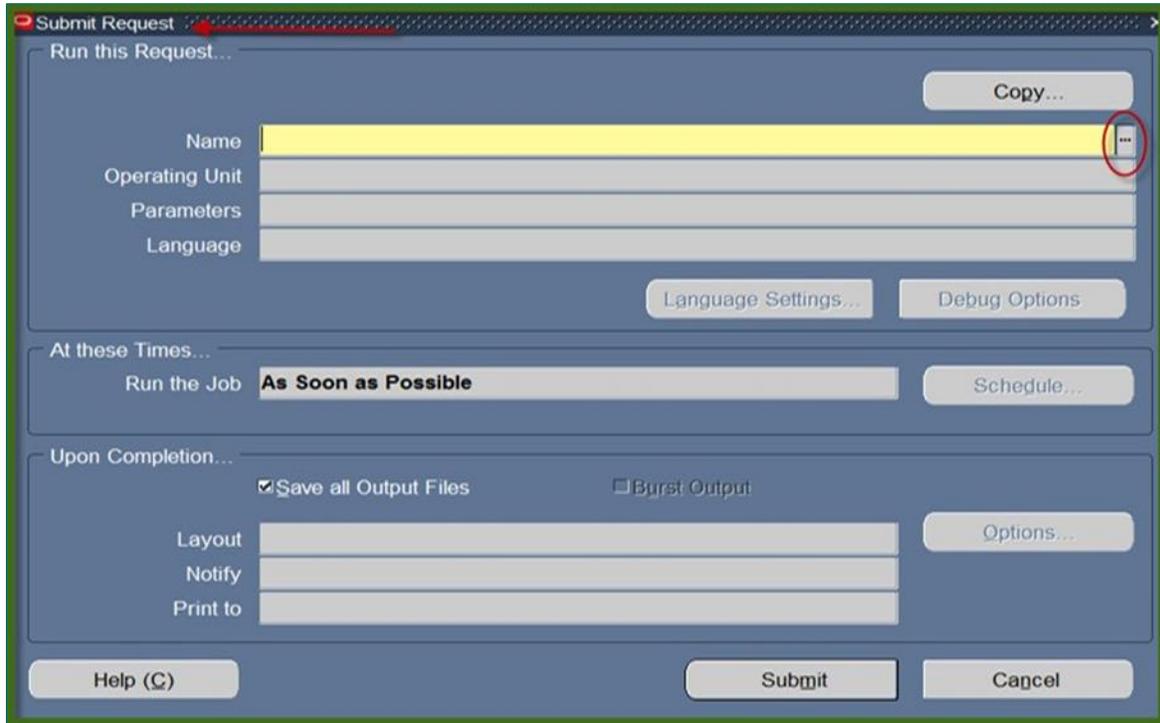For more information about HR Officer responsibilities, please visit our website at:
www.uab.edu/humanresources/home/oracle-uab-hr-officer.edu
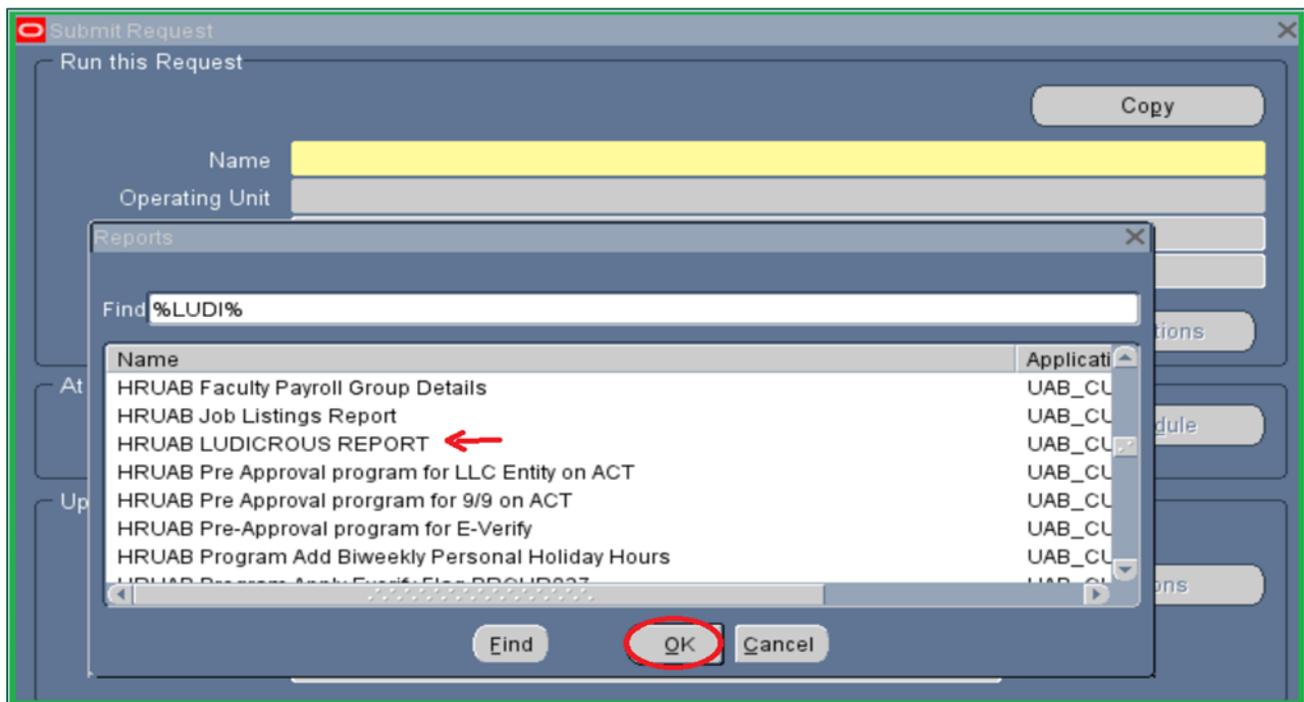
Steps to Running the Report

Navigate to **UAB HR Officer Responsibility** -> Run Reports -> Submit Processes -> Single Request
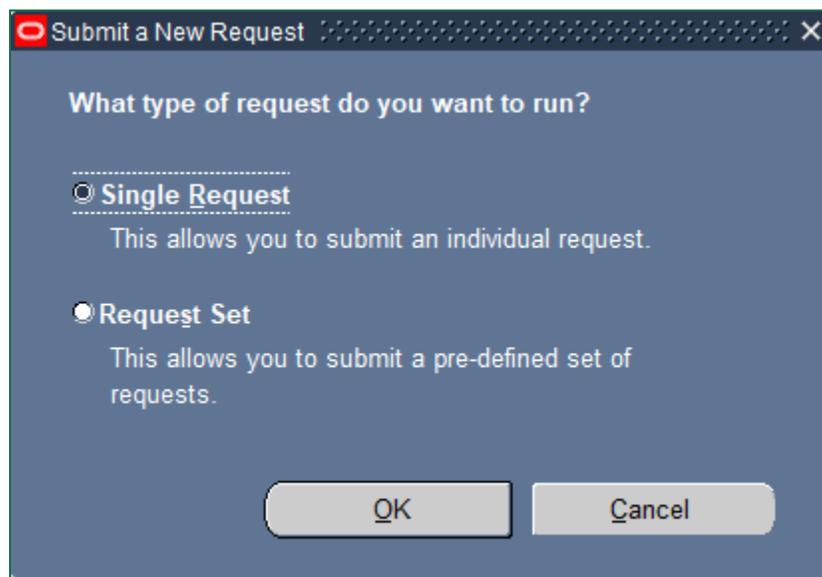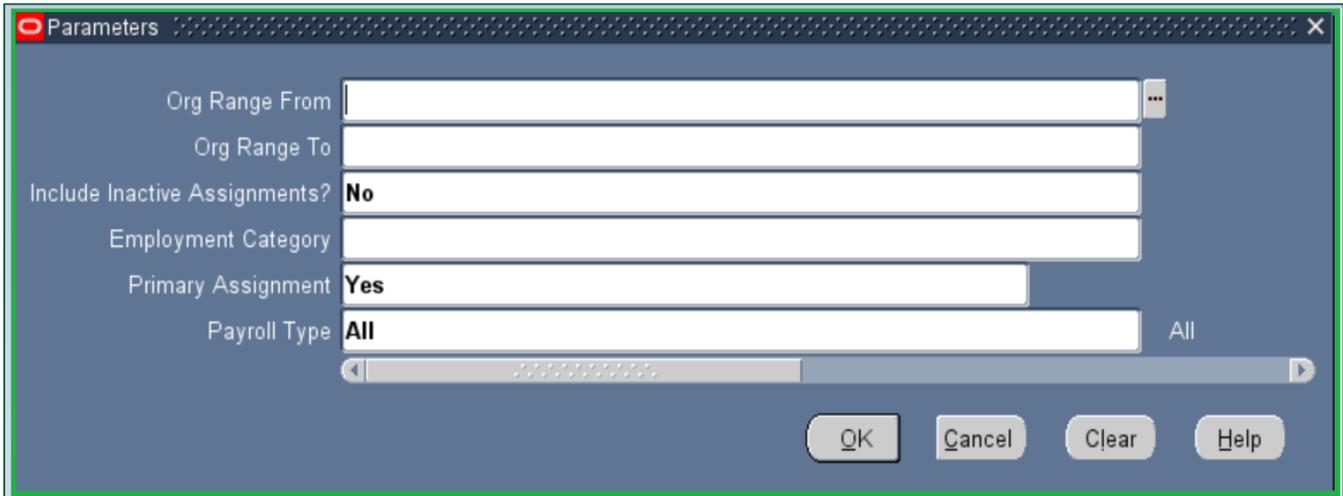
1. From the **SUBMIT REQUEST** form, click on the **NAME LOV**.


2. Select **HRUAB LUDICROUS REPORT** and click **OK**.

3. The **PARAMETERS** window displays the default parameters.

> **The use of parameters will limit report results**. When selecting multiple parameters, report results will reflect only records meeting all parameter conditions.

3a. **ORGANIZATION FROM** and **TO**

Report results follow the HR Org Security; however, results may be filtered to a specific subset Org Range by selecting an **Org Range From** and **To** value. Clicking the **LOV** opens the possible values, where users can search by partial value, as shown, or scroll to their desired org code. The *blue highlight* indicates the *selected* value. Choosing **OK** returns the value to the previous form.
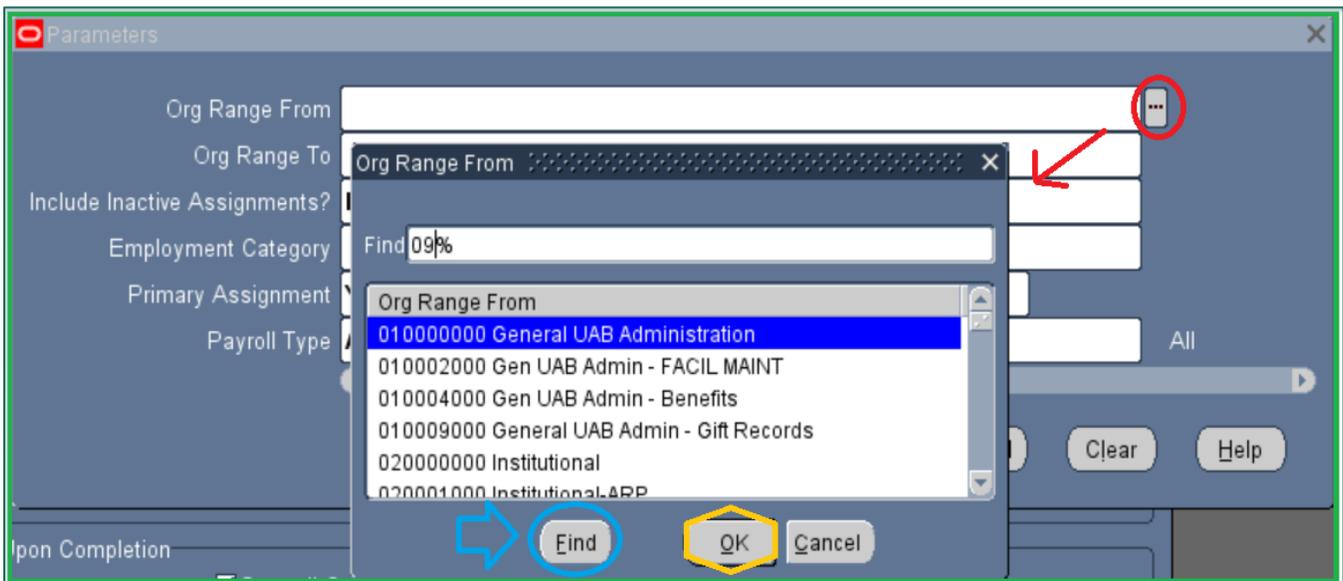
3b. **Include Inactive Assignments?**

- "No" filters report results to active assignments.
- "Yes" include active assignments and assignments for people that terminated employment with UAB in the past 365 days of the report run date.
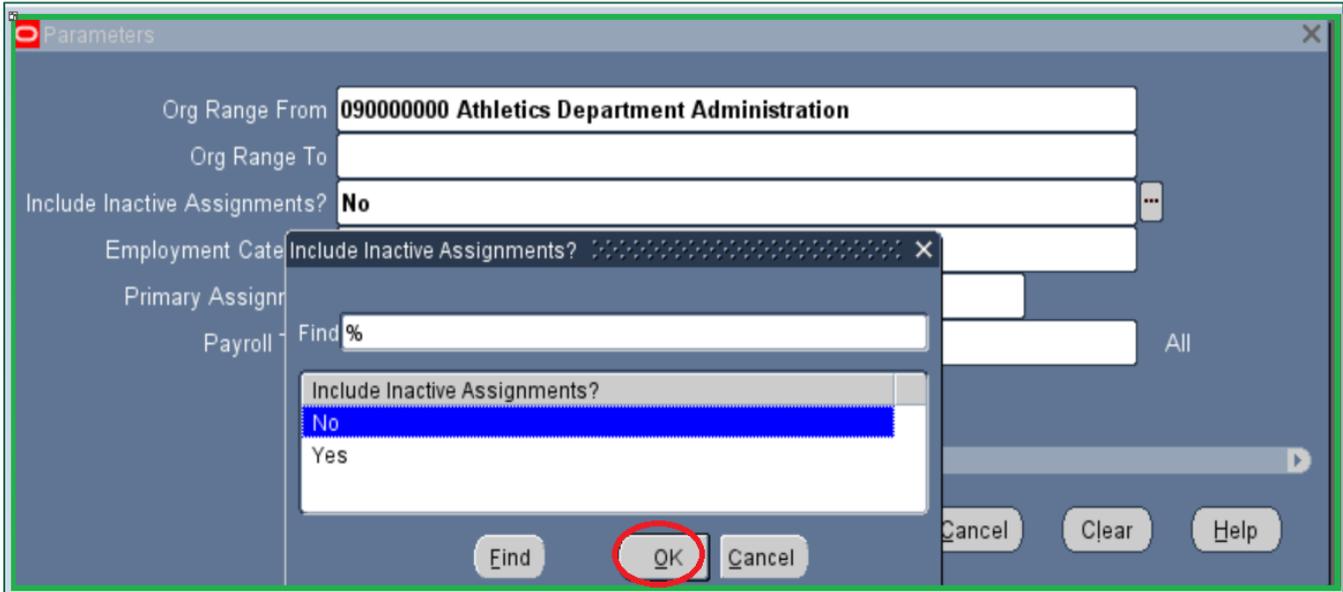

3c. **Employment Category**

Filters report results to a specified category group as defined in the filter description. The parameter default is blank, resulting filter includes All Employees (except 99).
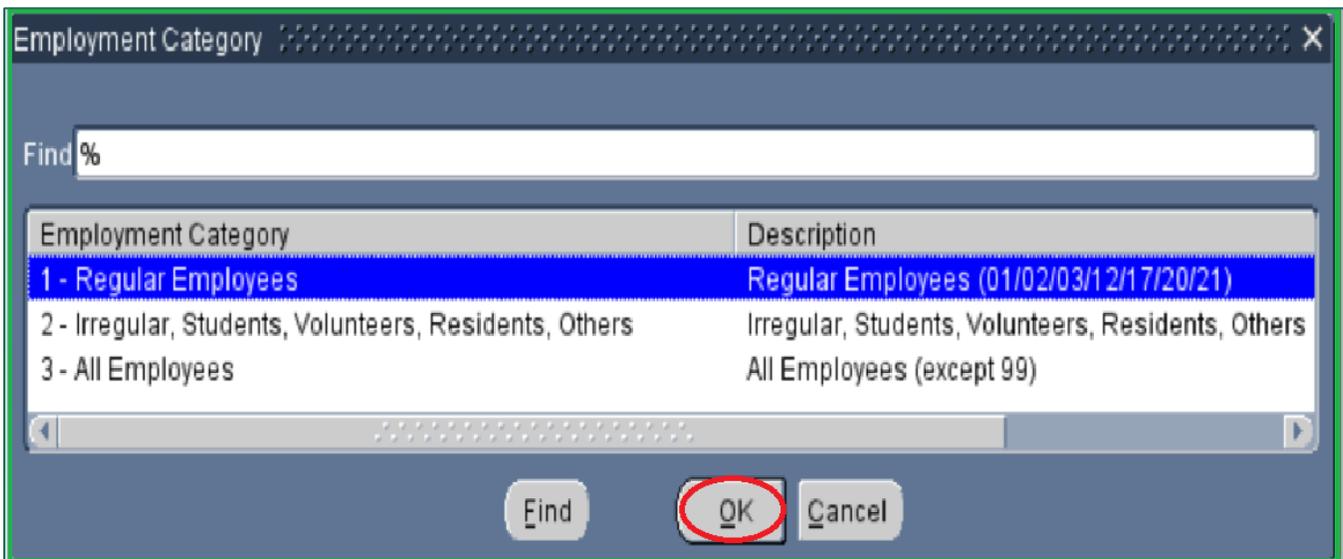
3d. **Primary Assignment**

By default, report results will include Primary assignments, only. Selecting "no" results in all assignments within the user's HR Org Security profile.
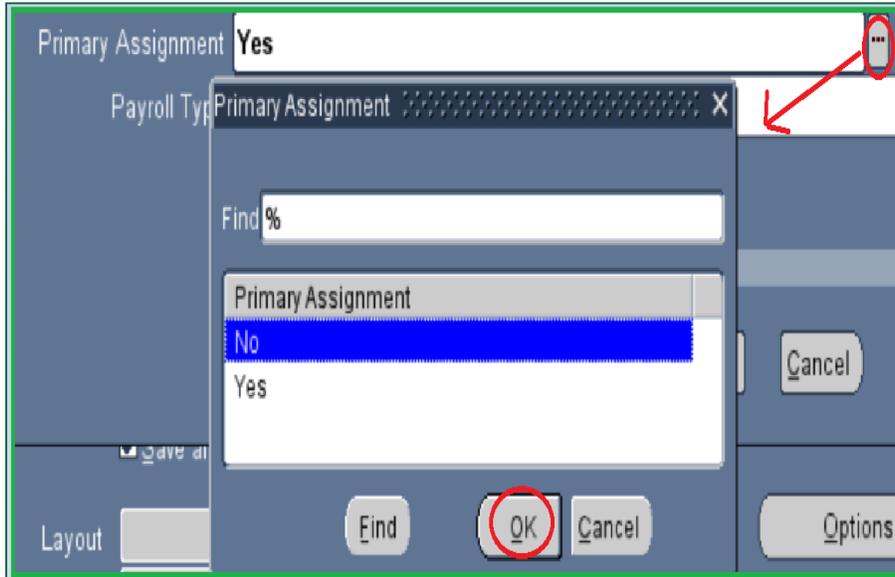
3e. **Payroll Type**

Running the report with the default value will Include All payroll types (Biweekly, Monthly). Selecting a filter other than **All** will filter the results to employees in the specified payroll frequency.
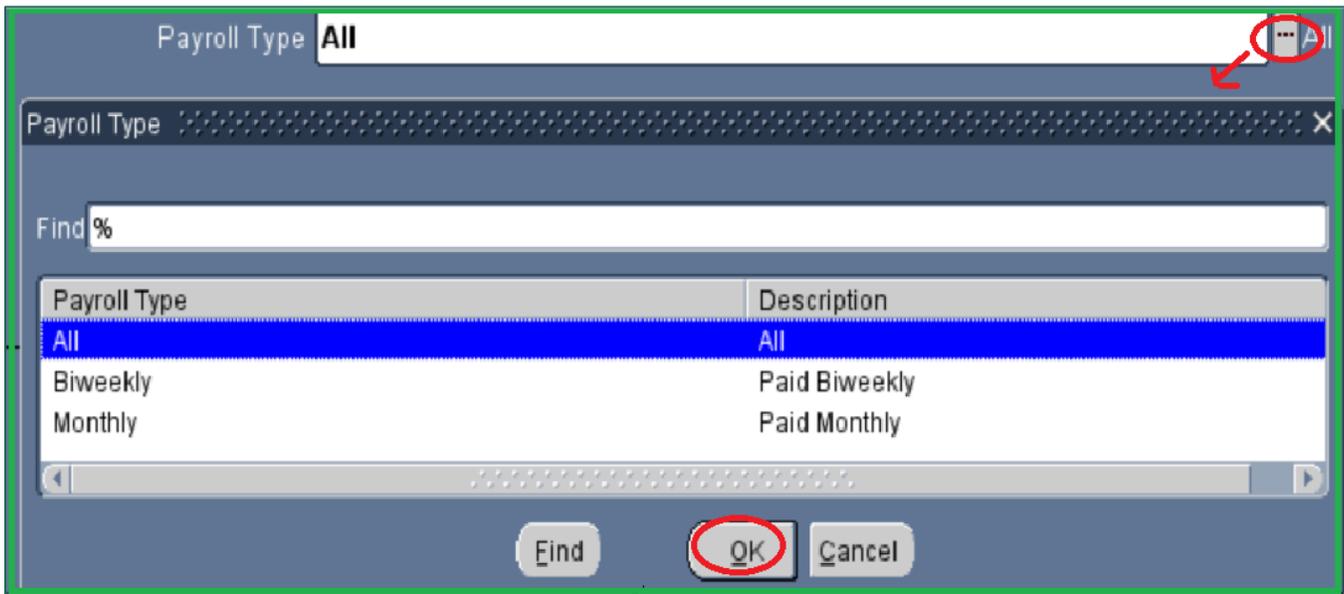
4. Each parameter selected further restricts report results. *When selecting multiple parameters, report results will reflect only transactions meeting all parameter conditions*. Once all applicable parameters have been entered if applicable, click **OK**.

5. Click on **Submit** to generate the report.

6. The **Request** 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 subset parameters applied to this report request before submission.
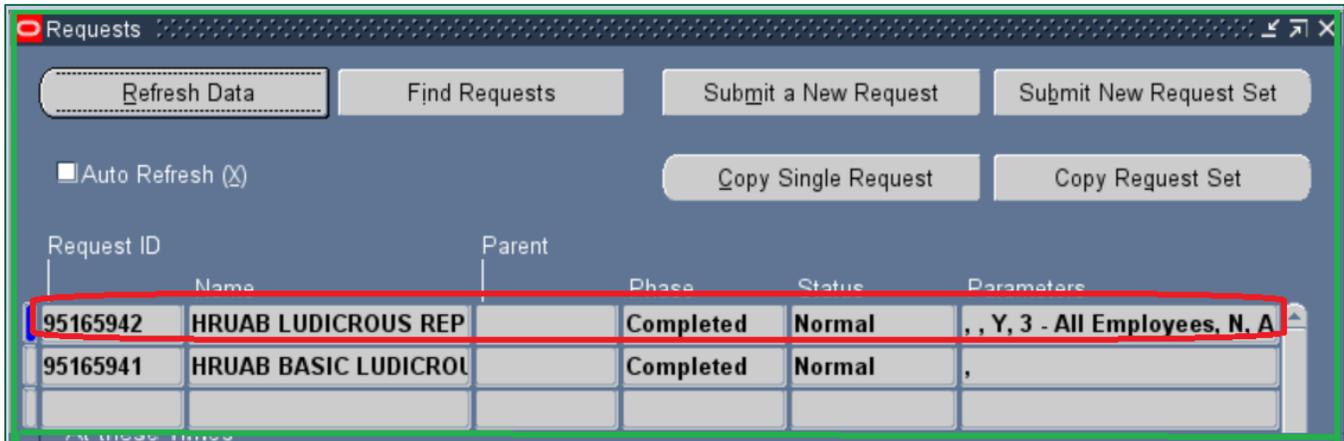
Once the report phase is "**Completed**," the report has been made available in the **UAB Report Viewer System**. Click on UAB Report View Responsibility to access the report.

Sample Report

Sensitive fields have been hidden for training purposes.

Additional Resources

- [HRUAB Ludicrous Report Data Dictionary](#)

- [HR Privacy Awareness Course](#)

- Questions or problems? Contact HRIS@uab.edu

[Back to Top](#)