## Running and Viewing Ad Hoc Reports in Oracle

## About HR Ad Hoc Reports

**HR Ad Hoc Reports** are programmed, on-demand reports that can be run by Oracle users from an HR Officer or Central responsibility. Reports may include select Person data, transactional Assignment/Salary information, as well as UAB Organizational information. The HR Organizational hierarchy for the user's responsibility restricts the information displayed to the user; in other words, users see only the information applicable to their access control. Parameters may be available for filtering report content to a specific type or range of information. Most reports can be filtered by Org name, effective dates (or a date range), and other categories of employee, employment, or assignment information.

All users are assigned the **UAB Report Viewer** responsibility by default. However, the responsibility is defunct unless the user can also run reports from another responsibility.

A user must have an HR Officer or Central responsibility with the **Run Reports > Submit Processes** functionality to run reports in Oracle.

For more information about HR Officer responsibilities, please visit the UAB HR Officer Responsibility page.

## Running an Ad Hoc Report

Navigate to an HR Officer or Central responsibility (ex. 112000000 Office of Chief Facilities Officer).

1. Select Run Reports -> Submit Processes -> Single Request



#### 2. From the SUBMIT REQUEST form, click on the NAME LOV (List of Values).

| Submit Request    |                       | ************************* |
|-------------------|-----------------------|---------------------------|
| Run this Request  |                       |                           |
|                   |                       | Copy                      |
|                   |                       | ()                        |
| Name              |                       | (")                       |
| Operating Unit    |                       |                           |
| Parameters        |                       |                           |
| Language          |                       |                           |
|                   | Language Settings     | Debug Options             |
|                   | Language Settings     | Degag opaons              |
| At these Times    |                       |                           |
| Run the Job       | As Soon as Possible   | Schedule                  |
|                   |                       |                           |
| Upon Completion   |                       |                           |
|                   | Save all Output Files |                           |
|                   |                       | Ontions                   |
| Layout            |                       | 22phones                  |
| Notify            |                       |                           |
| Print to          |                       |                           |
|                   |                       |                           |
| Help ( <u>C</u> ) | Submit                | Cancel                    |
|                   |                       |                           |

#### 3. Select the desired report and click **OK**.

| OSubmit Request                      |  | ×         |
|--------------------------------------|--|-----------|
| <ul> <li>Run this Request</li> </ul> |  |           |
|                                      | Сору   |           |
|                                      |  |           |
| Name                                 |  |           |
| Operating Unit                       | Reports 000000000000000000000000000000000000                   | eessee ×  |
| Parameters                           |  |           |
| Language                             | Find <mark>%</mark>  |           |
|                                      | Name   | Applicati |
|                                      |  | Human     |
|                                      | ADMUAB Report Responsibilities RPTADM100                       | UAB CL    |
| At these Times                       | HRUAB ACT Annual Budget documents report                       | UAB CU    |
| Run the Job                          | HRUAB ACT Docs Transaction Report                              | UAB CL    |
|                                      | HRUAB ACT Hire Docs in Progress                                | UAB_CL    |
|                                      | HRUAB ACT Term Docs Completed                                  | UAB_CU    |
| - Opon Completion                    | HRUAB Ad Hoc Supervisor Report                                 | UAB_CL    |
|                                      | HRUAB BASIC REPORT   | UAB_CL    |
|                                      | HRUAB Employees Assignment Level Details Report                | UAB_CL    |
| Layout                               | HRUAB LUDICROUS REPORT   | UAB_CU    |
| Notify                               | HRUAB Program Banner Access Security PKGHR075                  | UAB_CU    |
| Print to                             | HRUAB Program NO PAY REPORT FOR 04s AND 06s - (Excel) PKGHR126 | UAB_CL    |
|                                      | HRUAB Program Voluntary Faculty Staff Appointments PKGHR124    | UAB CL    |
|                                      |  |           |
|                                      | Eind QK Cancel   |           |

4. If the report can be filtered, a **PARAMETERS** window will display one or fields.

|                               |           | <br> |              |          |       |      |
|-------------------------------|-----------|------|--------------|----------|-------|------|
|                               |           | <br> | ·····        |          |       |      |
|                               | 1         |      |              |          |       |      |
| Document Effective Date, From |           |      |              |          |       |      |
| То                            |           |      |              |          |       |      |
| Organization                  |           |      |              | J        |       |      |
| Employee Blazer id            |           |      |              | ]        |       |      |
| Employee Number               |           |      |              | <u>]</u> |       |      |
| Document Type                 |           |      |              |          |       |      |
| Document Reason               |           | Ī    |              |          |       |      |
| Employment Category           |           |      |              | ]        |       |      |
| Payroll                       |           |      |              | ]        |       |      |
| Job                           |           |      |              | ]        |       |      |
| p_auto_act                    |           |      |              |          |       |      |
|                               | <li></li> |      |              |          |       | D    |
|                               |           |      |              |          |       |      |
|                               |           |      | ( <u>o</u> k | Cancel   | Clear | Help |
|                               |           |      |              |          |       |      |

**Parameters vary from one report to another** or may be preselected for running (not editable). For the full list of ad hoc reports available to HR Officers and documentation on each, visit the <u>UAB Report Viewer</u> page.



Some common parameters are explained below:

#### 4a. ORGANIZATION/ORGANIZATION RANGE

Report results follow the HR Org Security; however, results may be filtered to a specific subset of orgs by selecting **Organization** or by specifying **Org Range From** and **Org Range To** values. 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 form.

| Parameters                       | ,<br>,   |
|----------------------------------|--|
| Document Effective Date, From    |  |
| To<br>Oroanization               |  |
| Employee Blazer id               | Organization 000000000000000000000000000000000000                              |
| Employee Number                  | Find 112%  |
| Document Type<br>Document Reason | Organization   |
| Employment Category              | 112000000 Office of Chief Facilities Officer                                   |
| Payroll                          | 112100000 Design Build Svcs (Org Ret)<br>112101000 Architect & Engr (Org Ret)  |
| p_auto_act                       | 112102009 Design Bld Construct (Org Ret)<br>112200000 Proj Mgmt Svcs (Org Ret) |
|                                  | 112201000 Ctrl Plant Proj Mgmt (Org Ret)                                       |
|                                  | Eind QK cancel Clear Help  |

#### 4b. Include Inactive Assignments?

"No" filters report results to active assignments only.

| Parameters                   |  | ×              |
|------------------------------|--|----------------|
| Org Range Fron               | 090000000 Athletics Department Administration                |                |
| Org Range T                  |  |                |
| Include Inactive Assignments | P No   |                |
| Employment CateInc           | lude Inactive Assignments? - 2000/00000000000000000000000000 |                |
| Primary Assignr              |  | _              |
| Payroll <sup>- Fil</sup>     | nd <mark>%</mark>  | All            |
|                              | nclude Inactive Assignments?                                 |                |
|                              | lo<br>/es  | Þ              |
|                              |  |                |
|                              | Eind QK Cancel Clea  | r <u>H</u> elp |

#### 4c. Employment Category

Filter report results to a specified category group as defined in the filter description. Leaving a parameter blank is equal to selecting all available options.

| O Parameters                  | ×   |
|-------------------------------|---|
| Document Effective Date, From |   |
| To                            |   |
| Organization                  |   |
| Employee Blazer id            |   |
| Employee Number               |   |
| Document Type                 |   |
| Document Reason               |   |
| Employment Category           |   |
| Payroll                       | Employment Category Decomposition X                     |
| Job                           | Find %  |
| p_auto_act                    |   |
|                               | Employment Category                                     |
|                               | 02 Temporary FT   |
|                               | 03 Regular PT <u>DK</u> <u>Cancel</u> Clear <u>Help</u> |
| L                             | 05 Irregular ACA Eligible                               |
|                               | 06 Student  |
|                               | 07 Resident   |
|                               | 11 Federal Work Study                                   |
|                               | 12 Ihree 12-Hour Shifts                                 |
|                               | 20 Post Doc Trainee                                     |
|                               | 21 Post Doc Employee                                    |
|                               |   |
|                               | Eind QK Cancel  |

#### 4d. Primary Assignment

When Primary Assignment is a filter, selecting "No" results in all assignments within the user's HR Org Security profile.

| Primary Assignment <mark>Yes</mark>  |                |
|--|----------------|
| Payroll Typerimary Assignment is the trade to the trade | K              |
| Find %   |                |
| Primary Assignment<br>No   | <u>C</u> ancel |
| Yes  |                |
| Layout Eind OK Cancel  | <u>Options</u> |

#### 4e. Payroll/Payroll Type

Payroll filters may display as Monthly or Biweekly (paid), or by the individual Payroll name.

| Find <mark>%</mark> |      | Payroll                                 | × |
|---------------------|------|---|---|
| Payroll Type<br>All |      | Find %                                  |   |
| Biweekly<br>Monthly |      | Payroll                                 |   |
|                     | Eind | 9/12 Monthly<br>9/9 Monthly<br>Biweekly |   |
|                     |      | Monthly<br>Trainee                      |   |

5. Once all applicable parameters have been entered, click **OK**.

| Parameters Distribution of the second sec | >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | : |
|---|--|---|
| Document Effective Date, From   | 01-JUN-2021                            |   |
| То  | 30-JUN-2021                            |   |
| Organization  | 112302000 Campus Maintenance           |   |
| Employee Blazer id  |  |   |
| Employee Number   |  |   |
| Document Type   | HIRE                                   |   |
| Document Reason   |  |   |
| Employment Category   |  |   |
| Payroll   | Biweekly                               |   |
| Job   |  |   |
| p_auto_act  |  |   |
|   |  |   |
|   | QK Cancel Clear Help                   |   |

# 6. Click on **Submit** to generate the report.7.

|                 |                          |                                  | Сору             |
|-----------------|--------------------------|----------------------------------|------------------|
| Name            | HRUAB ACT Docs Transac   | ction Report                     |                  |
| Operating Unit  |                          |                                  |                  |
| Parameters      | 01-JUN-2021:30-JUN-2021: | 112302000 Campus Maintenance:::H | IRE:::Biweekly:: |
| Language        | American English         |                                  |                  |
|                 |                          | Language Settings                | Debug Options    |
| At these Times  |                          |                                  |                  |
| Run the Job     | As Soon as Possible      |                                  | Schedule         |
|                 |                          |                                  |                  |
| Jpon Completion |                          |                                  |                  |
|                 | Save all Output Files    | Burst Output                     |                  |
| Lavout          |                          |                                  | Options          |
| Notify          |                          |                                  |                  |
| Print to        | noprint                  |                                  |                  |
| 1 11116 60      | •                        |                                  | <b>y</b>         |

#### 8. The Request window opens.

- a) Notice that the report has been assigned a Request ID number that is followed by the name of the report.
- b) 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 update the Phase.
- c) The **Status** field displays the status of the report request. The only valid statuses are **Normal** and **Error.**
- d) The **Parameters** field lists any parameters applied to this report request.

| 🗢 Requests 👉 |                    | -1 | 0.00000000000000 |                 |                | 0-0-0-0-0-0-0-0-0- | 0000000000000000  | ۲л× |
|--------------|--------------------|--|------------------|-----------------|----------------|--------------------|-------------------|-----|
| Refre        | esh Data           | Find Rec                                 | quests           | Sub <u>m</u> it | a New Request  | Su <u>b</u> m      | it New Request Se | t   |
|              |                    |  |                  |                 |                |                    |                   | _   |
| Auto Ref     | tresh ( <u>X</u> ) |  |                  | <u>C</u> opy S  | Single Request | Co                 | py Reguest Set    |     |
| Request ID   | Namo               | P  | Parent           | lhaco           | Status         | Daramotor          |                   |     |
| 96325875     | HRUAB ACT          | Docs Transa                              | С                | ompleted        | Normal         | 2021/06/01         | 00:00:00, 2021/06 |     |
| 96323357     | HRUAB ACT          | Docs Transa                              | C                | ompleted        | Normal         | 2022/01/01         | 00:00:00, 2022/12 |     |
| 96323354     | HRUAB ACT          | Docs Transa                              | C                | ompleted        | Normal         | 2022/01/01         | 00:00:00, 2022/12 | Ī   |
| 00000050     |                    | D T                                      | C                | المعا معتما     | Manua a I      | 2024/00/20         | 00.00.00 2024/42  | 1 1 |

Once the report phase is "**Completed**," the report will be delivered to the user in one of several ways:

- **UAB Report Viewer** responsibility
  - UAB Report Viewer sends notification email when the report becomes available in the viewer.
- Email
  - The user will receive the report output via email.
- <u>View Output</u>
  - The report is opened/viewed in the Request Manager.

### Viewing Ad Hoc Reports in the UAB Report Viewer Responsibility

Reports delivered to the **UAB Report Viewer** are viewed by opening the **UAB Report Viewer** responsibility which is located on the Oracle Applications Home Page:



**UAB Report Viewer** is a default responsibility, and all Oracle users will see it in the list of responsibilities.

**UAB Report Viewer – Administrator** is a central IT responsibility that contains additional functionality. Admin privileges are given on a case-by-case basis by IT.

1. Select UAB Report Viewer to open the viewer.

|   | UAB Report Viewer   |  |   |  |   |  |   |   |
|---|---|--|---|--|---|--|---|---|
|   |   |  |   |  |   |  | navigator •   | <ul> <li>Favorites</li> </ul>   |
| UAB Reports Self S  | Service Page  |  |   |  |   |  |   |   |
|   |   |  |   |  |   |  |   |   |
| Report Filter / Sea   | arch Parameters   |  |   |  |   |  |   |   |
| Penarte Fron  | m Date (DD. MON. VVVV):   |  |   |  |   |  |   |   |
| Reports Tron  | To Date (DD-MON-YYYY):  |  |   |  |   |  |   |   |
| Reports 1   | Benott Group:   | 1  | Q   |  |   |  |   |   |
|   | Report Name:  | 3  | 0   |  |   |  |   |   |
| Search Clear  |   | L.   |   |  |   |  |   |   |
|   |   |  |   |  |   |  |   |   |
| Viewing UAB Repo  | orts For:   |  |   |  |   |  |   |   |
|   |   |  |   |  |   |  |   |   |
| Blazer ID: HANEBU   | TH   Full Name: Hanebuth, Laura Dennis   Employee N   | umber: 1091834   Org Name:   | 114503000 HRM Red   | cords Administra   | ation   |  |   |   |
|   |   |  |   |  |   | S Prev   | rious 1-15 of 219   | ✓ Next 15 ②   |
|   |   |  |   |  |   |  |   |   |
| leport Group  | Report Name   | Report Date  | Conc Req ID   | Blazer ID  | Report File Name  | View Report  | Submitted By  | More Info   |
| <b>R System Reports</b>   | Report Name<br>HRUAB LUDICROUS REPORT   | Report Date<br>15-Jul-2021 18:05:52  | Conc Req ID<br>95226397   | Blazer ID<br>HANEBUTH  | Report File Name<br>HRUAB_LUDICROUS_REPORT_95226397.csv   | View Report<br>View Report   | Submitted By<br>HANEBUTH  | More Info<br>More Info  |
| Report Group<br>IR System Reports<br>IR System Reports  | Report Name<br>HRUAB LUDICROUS REPORT<br>HRUAB ACT Docs Transaction report  | Report Date<br>15-Jul-2021 18:05:52<br>12-Jul-2021 14:25:07  | Conc Req ID<br>95226397<br>95209734   | Blazer ID<br>HANEBUTH<br>HANEBUTH  | Report File Name<br>HRUAB_LUDICROUS_REPORT_95226397.csv<br>95209734_HRUAB_ACT_docs_transactions_report.xls  | View Report<br>View Report<br>View Report  | Submitted By<br>HANEBUTH<br>HANEBUTH  | More Info<br>More Info<br>More Info   |
| R System Reports<br>R System Reports<br>R System Reports<br>Rayroll Reports   | Report Name<br>HRUAB LUDICROUS REPORT<br>HRUAB ACT Docs Transaction report<br>PRUAB Kronos Tel Compare Report   | Report Date           15-Jul-2021 18:05:52           12-Jul-2021 14:25:07           08-Jul-2021 21:00:06   | Conc Reg ID<br>95226397<br>95209734<br>95193346   | Blazer ID<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH  | Report File Name<br>HRUAB_LUDICROUS_REPORT_95226397.csv<br>95209734_HRUAB_ACT_docs_transactions_report.xls<br>95193346_HANEBUTH_kronos_tel_recon.xls  | View Report<br>View Report<br>View Report<br>View Report   | Submitted By<br>HANEBUTH<br>HANEBUTH<br>SYSTEM  | More Info<br>More Info<br>More Info<br>More Info  |
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| teport Group<br>IR System Reports<br>IR System Reports<br>ayroll Reports<br>ayroll Reports<br>ayroll Reports<br>IR System Reports<br>IR System Reports  | Report Name<br>HRUAB LUDICROUS REPORT<br>HRUAB ACT Docs Transaction report<br>PRUAB Krones Tel Compare Report<br>Krones Missed Punches and Blank TEL Report<br>PRUAB TEL Krones Adjustment Report<br>HRUAB ACT Docs Transaction report<br>HRUAB ACT Docs Transaction report   | Report Date           15-Jul-2021 18:05:52           12-Jul-2021 14:25:07           08-Jul-2021 14:25:05           06-Jul-2021 14:20:56           06-Jul-2021 14:20:56           06-Jul-2021 13:23:15           02-Jul-2021 19:57:32           01-Jul-2021 10:29:11  | Conc Req ID<br>95226397<br>95209734<br>95193346<br>95177108<br>95176662<br>95163288<br>95156150   | Blazer ID       HANEBUTH       HANEBUTH       HANEBUTH       HANEBUTH       HANEBUTH       HANEBUTH       HANEBUTH       HANEBUTH       HANEBUTH                                 | Report FIIe Name<br>HRUAB_LUDICROUS_REPORT_95226397.csv<br>95209734_HRUAB_ACT_docs_transactions_report.xls<br>95193346_HANEBUTH_kronos_tel_missed_punch.xls<br>9517708_HANEBUTH_kronos_tel_adj_report.xls<br>95162828_HRUAB_ACT_docs_transactions_report.xls<br>95156150_HRUAB_ACT_docs_transactions_report.xls   | View Report<br>View Report<br>View Report<br>View Report<br>View Report<br>View Report<br>View Report  | Submitted By<br>HANEBUTH<br>HANEBUTH<br>SYSTEM<br>SYSTEM<br>SYSTEM<br>HANEBUTH<br>HANEBUTH  | More Info<br>More Info<br>More Info<br>More Info<br>More Info<br>More Info<br>More Info   |
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| keport Group<br>IR System Reports<br>IR System Reports<br>ayroll Reports<br>ayroll Reports<br>IR System Reports  | Report Name           HRUAB LUCCOUS SEPORT           HRUAB LUCCOUS SEPORT           HRUAB ACT Docs Transaction report           PRUAB TEL Knons Adjustment Report           PRUAB TEL Knons Adjustment Report           HRUAB ACT Docs Transaction report   | Report Date           15-ui-2021 18:06:52           12-Jui-2021 14:25:07           08-Jui-2021 21:00:06           06-Jui-2021 14:20:56           06-Jui-2021 13:23:15           02-Jui-2021 10:29:17           01-Jui-2021 10:29:11           01-Jui-2021 10:29:14           30-Jun-2021 10:29:19           29-Jun-2021 13:26:49           29-Jun-2021 13:26:40  | Conc Req ID           95226397           95209734           95193346           95177108           9517708           95163288           95165150           95167364           95147369           95147369           95145109           95145107  | Blazer ID<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH                        | Report FIG Name<br>HRUMAE_UIDCROUS_REPORT_95226397.csv<br>95209734_HRUAB_ACT_docs_transactions_report.xls<br>951973034_HANEBUTH_kronos_tel_recon.xls<br>9517662_HANEBUTH_kronos_tel_adj_report.xls<br>9517662_HANEBUTH_kronos_transactions_report.xls<br>95156149_HRUAB_ACT_docs_transactions_report.xls<br>95156149_HRUAB_ACT_docs_transactions_report.xls<br>95156149_HRUAB_ACT_docs_transactions_report.xls<br>9515419_HRUAB_ACT_docs_transactions_report.xls<br>9515419_HRUAB_ACT_docs_transactions_report.xls<br>9515419_HRUAB_ACT_docs_transactions_report.xls<br>9515419_HRUAB_ACT_docs_transactions_report.xls<br>95145107_HRUAB_ACT_docs_transactions_report.xls   | View Report<br>View Report  | Submitted By<br>HANEBUTH<br>HANEBUTH<br>SYSTEM<br>SYSTEM<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH  | More Info           More Info |
| keport Group<br>IR System Reports<br>IR System Reports<br>Iayroll Reports<br>Iayroll Reports<br>IAyroll Reports<br>IR System Reports  | Report Name           HRUAB LUDICROUS SEPORT           HRUAB ACT Docs Transaction report           PRUAB Kroins Tel Compare Report           PRUAB Kroins Tel Compare Report           HRUAB ACT Docs Transaction report  | Report Date           15-Jul-2021 14:05:52           12-Jul-2021 14:25:57           08-Jul-2021 14:20:156           06-Jul-2021 14:20:56           06-Jul-2021 13:25:15           02-Jul-2021 13:25:15           02-Jul-2021 10:25:54           30-Jul-2021 10:25:54           29-Jul-2021 13:25:19           29-Jul-2021 13:25:45   | Conc Req ID           95226397           9520974           95193346           95193346           95177108           95163288           95156150           95156148           95147369           95145175           95145107           95145107           95145107   | Blazer ID<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH                        | Report FIIe Name<br>HRUAB_LUDICROUS_REPORT_95226397.csv<br>95509734_HRUAB_ACT_docs_transactions_report.xls<br>951297346_HANEBUTH_kronos_tel_resed_punch.xls<br>95176602_HANEBUTH_kronos_tel_adjr_report.xls<br>95176622_HANEBUTH_kronos_tel_adjr_report.xls<br>95156150_HRUAB_ACT_docs_transactions_report.xls<br>95156150_HRUAB_ACT_docs_transactions_report.xls<br>95156148_HRUAB_ACT_docs_transactions_report.xls<br>95156130_HRUAB_ACT_docs_transactions_report.xls<br>95154150_HRUAB_ACT_docs_transactions_report.xls<br>95145175_HRUAB_ACT_docs_transactions_report.xls<br>95145175_HRUAB_ACT_docs_transactions_report.xls<br>95145175_HRUAB_ACT_docs_transactions_report.xls<br>95145101_HRUAB_ACT_docs_transactions_report.xls<br>95145101_HRUAB_ACT_docs_transactions_report.xls   | View Report<br>View Report  | Submitted By<br>HANEBUTH<br>HANEBUTH<br>SYSTEM<br>SYSTEM<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH  | More Info<br>More Info   |
| keport Group<br>HR System Reports<br>HR System Reports<br>Jayroll Reports<br>Jayroll Reports<br>Hayroll Reports<br>HR System Reports   | Report Name           HRUAB LUDICROUS REPORT           HRUAB ACT Docs Transaction report           PRUAB Kronos Tel Compare Report           VRUAB Kronos Tel Compare Report           PRUAB Tel Kronos Adjustment Report           HRUAB ACT Docs Transaction report   | Report Date           15-Jul-2021 18:05:52           12-Jul-2021 18:05:52           12-Jul-2021 18:05:52           06-Jul-2021 14:25:07           06-Jul-2021 14:20:55           06-Jul-2021 13:23:15           01-Jul-2021 10:29:11           01-Jul-2021 10:29:11           01-Jul-2021 10:29:12           02-Jul-2021 10:29:13           03-Jul-2021 00:05:02           29-Jul-2021 13:26:49           29-Jul-2021 13:26:40           29-Jul-2021 13:26:40 | Conc Req ID           95226397           9520974           95193346           95177108           95176662           951358150           95156148           95145175           95145107           95145107           95145104           95145104           95145104           95145104           9514504   | Blazer ID<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH                        | Report FIIe Name<br>HRUAB_LUDICROUS_REPORT_95226397.csv<br>95209734_HRUAB_ACT_docs_transactions_report.xls<br>95197346_HANEBUTH_kronos_tel_recon.xls<br>951776662_HANEBUTH_kronos_tel_adj_report.xls<br>95176662_HANEBUTH_kronos_transactions_report.xls<br>95156328_HRUAB_ACT_docs_transactions_report.xls<br>95156148_HRUAB_ACT_docs_transactions_report.xls<br>95156148_HRUAB_ACT_docs_transactions_report.xls<br>95156130_HRUAB_ACT_docs_transactions_report.xls<br>95156130_HRUAB_ACT_docs_transactions_report.xls<br>95156130_HRUAB_ACT_docs_transactions_report.xls<br>95156130_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>9514501_HRUAB_ACT_docs_transactions_report.xls<br>9514504HRUAB_ACT_docs_transactions_report.xls  | View Report<br>View Report  | Submitted By           HANEBUTH           HANEBUTH           SYSTEM           SYSTEM           SYSTEM           HANEBUTH  | More Info<br>More Info  |
| Report Group           HR System Reports           4R System Reports           yayroll Reports           yayroll Reports           yayroll Reports           R System Reports           HR System Reports | Report Name           HRUAB LUCROUS EEPOCKT           HRUAB LUCROUS SEPOCKT           HRUAB ACT Docs Transaction report           PRUAB REL Krones Adjustment Report           PRUAB TEL Krones Adjustment Report           HRUAB ACT Docs Transaction report | Report Date           15-uh-2021 18:06:52           12-Juh-2021 14:25:07           08-Juh-2021 21:00:06           06-Juh-2021 13:25:15           02-Juh-2021 19:25:73           01-Juh-2021 10:29:11           01-Juh-2021 10:29:14           30-Juh-2021 10:29:14           30-Juh-2021 10:29:14           30-Juh-2021 10:28:14           30-Juh-2021 10:28:14           30-Juh-2021 10:28:14           29-Juh-2021 10:28:14           29-Juh-2021 13:26:40           29-Juh-2021 13:26:40           29-Juh-2021 13:26:40           29-Juh-2021 13:26:41           28-Juh-2021 13:26:41           28-Juh-2021 13:26:41  | Conc. Req. ID           95220397           95209734           95120397           951708           95177108           9517508           95165150           95165150           95147369           95145175           95145107           95145107           95145107           95145107           95140517   | BLACE ID<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH | Report FIR Name<br>HRUMAE_UIDCROUS_REPORT_95226397.csv<br>95209734_HRUAB_ACT_docs_transactions_report.xls<br>95197108_HAHEBUTH_kronos_tel_amissed_punch.xls<br>95176662_HAHEBUTH_kronos_tel_adj_report.xls<br>9517662_HAHEBUTH_kronos_tel_adj_report.xls<br>95156158_HRUAB_ACT_docs_transactions_report.xls<br>95156154_HRUAB_ACT_docs_transactions_report.xls<br>95156148_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>9514510_HRUAB_ACT_docs_transactions_report.xls<br>95140517_HRUAB_ACT_docs_transactions_report.xls<br>95140517_HRUAB_ACT_docs_transactions_report.xls   | View Report<br>View Report   | Submitted By<br>HANEBUTH<br>HANEBUTH<br>SYSTEM<br>SYSTEM<br>SYSTEM<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH<br>HANEBUTH  | More Info<br>More Info  |
| keport Group<br>IR System Reports<br>IR System Reports<br>ayroll Reports<br>ayroll Reports<br>ayroll Reports<br>R System Reports  | Report Name           HRUAB LUDICROUS REPORT           HRUAB LUDICROUS SEPORT           HRUAB LUDICROUS SEPORT           PRUAB TEC TDoss Transaction report           Kronos Missed Punches and Blank TEL Report           PRUAB TEL Knoos Adjustment Report           HRUAB ACT Doss Transaction report  | Report Date           15-Jul-2021 18:05:52           12-Jul-2021 18:05:52           12-Jul-2021 14:25:57           06-Jul-2021 14:20:56           06-Jul-2021 13:22:15           02-Jul-2021 13:22:15           01-Jul-2021 10:25:51           01-Jul-2021 10:25:54           30-Jun-2021 10:25:54           29-Jun-2021 13:26:49           29-Jun-2021 13:26:49           29-Jun-2021 13:26:49           29-Jun-2021 13:25:45           28-Jun-2021 13:26:41           28-Jun-2021 14:59:11   | Conc Req LD           95226397           95209734           9510974           95177108           95177108           95176652           95163288           95156150           95145175           95145175           95145107           95145107           95145107           95145107           95145107           95145107           95145107           95145107           95145107           95145107           95145107           95145107           95145107 | Васет ID<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН<br>НАЛЕВИТН | Report FIR Name<br>HRUAB_LUDICROUS_REPORT_95226397.csv<br>95209734_HRUAB_ACT_docs_transactions_report.xls<br>95197303_HAINEBUTH_lxronos_tel_reised_punch.xls<br>9517663_HAINEBUTH_lxronos_tel_adj_report.xls<br>9517653_HAINEBUTH_lxronos_tel_adj_report.xls<br>95155150_HRUAB_ACT_docs_transactions_report.xls<br>95155150_HRUAB_ACT_docs_transactions_report.xls<br>95155154_HRUAB_ACT_docs_transactions_report.xls<br>95155148_HRUAB_ACT_docs_transactions_report.xls<br>95145107_HRUAB_ACT_docs_transactions_report.xls<br>95145107_HRUAB_ACT_docs_transactions_report.xls<br>95145107_HRUAB_ACT_docs_transactions_report.xls<br>95145107_HRUAB_ACT_docs_transactions_report.xls<br>95145107_HRUAB_ACT_docs_transactions_report.xls<br>95145107_HRUAB_ACT_docs_transactions_report.xls  | View Report.<br>View Report. | Submitted By           HANEBUTH           HANEBUTH           SYSTEM           SYSTEM           SYSTEM           HANEBUTH           HANEBUTH           HANEBUTH           SYSTEM           HANEBUTH           SYSTEM           HANEBUTH           HANEBUTH | More Info<br>More Info  |

The filters at the top of the screen allow you to search for reports by date/date range, Report Group (such as HR or Payroll) or by Report Name.

| UAB Report Viewe                  | r | - |  |
|-----------------------------------|---|---|--|
| UAB Reports Self Service Page     |   |   |  |
| Report Filter / Search Parameters |   |   |  |
| Reports From Date (DD-MON-YYYY):  |   |   |  |
| Reports To Date (DD-MON-YYYY):    |   |   |  |
| Report Group:                     |   |   |  |
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| Search Clear                      |   |   |  |

#### Click on the **View Report** button corresponding to the report you would like to review.

|   | S Previo    |
|---|-------------|
| Report File Name                                | View Report |
| HRUAB_LUDICROUS_REPORT_95226397.csv             | View Report |
| 95209734_HRUAB_ACT_docs_transactions_report.xls | View Report |
| 95193346_HANEBUTH_kronos_tel_recon.xls          | лем керогс  |
| 95177108_HANEBUTH_kronos_tel_missed_punch.xls   | View Report |
| 95176662_HANEBUTH_kronos_tel_adj_report.xls     | View Report |
| 95163288_HRUAB_ACT_docs_transactions_report.xls | View Report |

Reports may open automatically or be downloaded for the user to open.

## Viewing Ad Hoc Reports in the Request Manager

Some reports must be viewed inside the Request Manager in Oracle. To view these reports, select the desired report in the Request Manager and click the **View Output** button.

| Refre      | sh Data          | Eind R        | equests            |       | Submit | a New Request    |           | Submit New Request Set     |
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| 95239285   | HRUAB Orac       | le Org Acces  |                    | Comp  | leted  | Normal           |           |                            |
| 95239274   | FNDUAB Rep       | ort ACF Cen   |                    | Comp  | leted  | Normal           |           |                            |
| 95235068   | PRUAB Repo       | rt Position F |                    | Comp  | leted  | Normal           | 74        | 179, ,                     |
| 95235067   | PRUAB Depa       | rtmental Se   |                    | Comp  | leted  | Normal           | 20        | 021/07/17 00:00:00         |
| 95235066   | LDUAB Prog       | ram Assignn   |                    | Comp  | leted  | Normal           | 75        | 57, , , , , , ,            |
| 95235056   | HRUAB BASI       | C LUDICROL    |                    | Comp  | leted  | Normal           | ,         |                            |
| 95235050   | HRUAB Unive      | ersity Depart |                    | Comp  | leted  | Normal           | 11        | 2000000 Office of Chief Fa |
| 95235049   | HRUAB Prog       | ram Volunta   |                    | Comp  | leted  | Normal           | 20        | 21/07/17 00:00:00          |
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| Hold       | Request          | Vie           | ew Detail <u>s</u> |       | F      | Rerun Request    |           | View Output                |
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