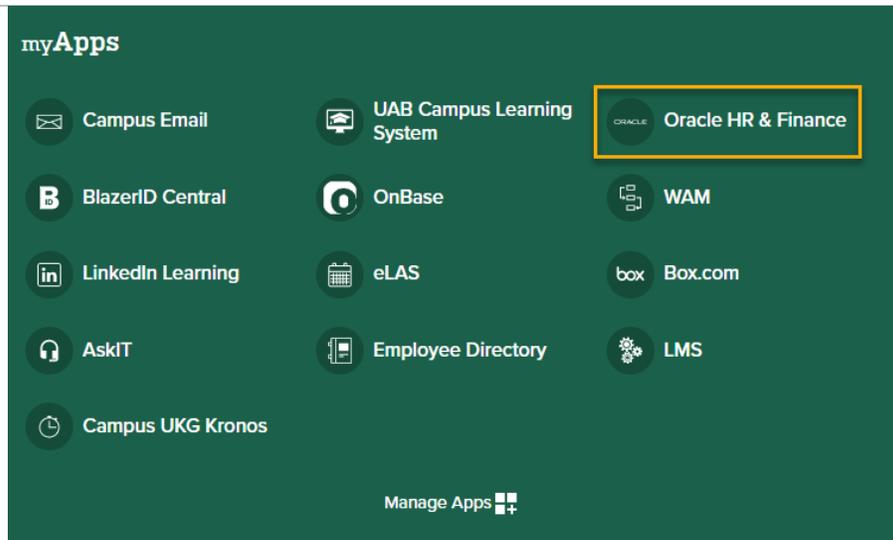


Log in to **Oracle HR & Finance**

- Go to **myUAB**
- Locate and click **Oracle HR and Finance**



The **UAB Document Locator** is accessible from the following responsibilities

<b>UAB AP End User</b>	→	Document Locator
<b>UAB FN Document Entry/Approval</b>	→	Document Locator
<b>UAB Requisition Input</b>	→	Document Locator
<b>UAB Salary Reclass</b>	→ UAB Workflow →	Document Locator
<b>UAB HR Officer</b>	→ UAB Workflow →	Document Locator
<b>UAB Timekeeper</b>	→ UAB Workflow →	Document Locator
<b>UAB GL End User</b>	→ UAB Workflow →	Document Locator

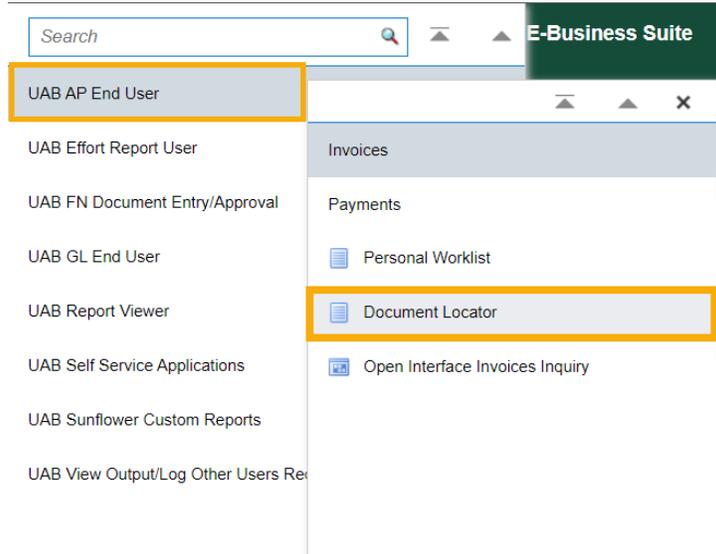
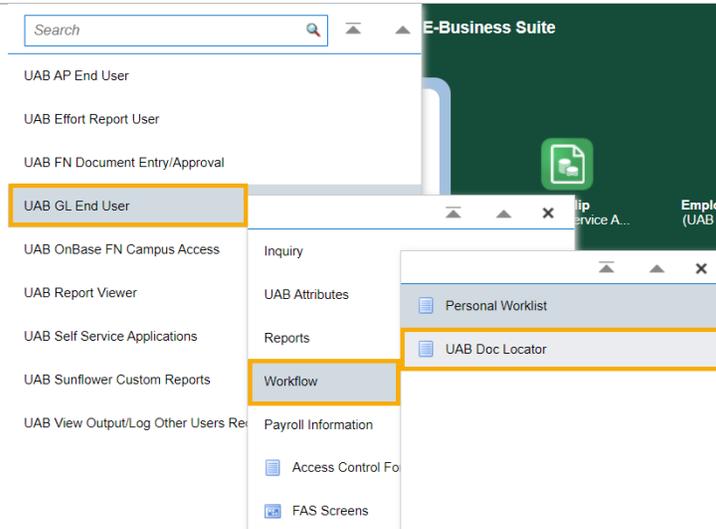
Open the **Oracle Navigator**

- Click on the **3-lined "Hamburger"** icon in the top left corner

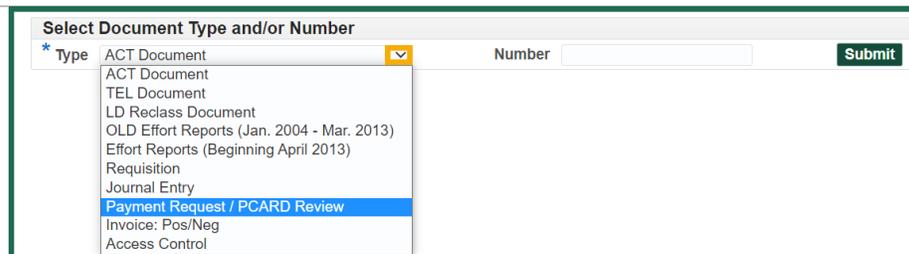


Navigate to UAB Document Locator via your **responsibility**

**Note:** The responsibility selected will determine whether **Workflow** needs to be selected to access **UAB Document Locator**



Click on the **drop down** to select the desired **Document Type**





Enter the Document Number of the document

Select Document Type and/or Number

\* Type  Number

Click on the Submit button

Select Document Type and/or Number

\* Type  Number

The "Action History" of the document will populate

Select Document Type and/or Number

\* Type  Number

**Payment Request Action History (Document Number 6570393)**

Action	Approver	UserName	Date/Time	Organization	Notes
SUBMIT	Henry, Garth		APR-17-2019 07:42:44 AM		Started WF approval process
NOTIFIED			APR-17-2019 07:42:44 AM	Primary Org Management	Notification sent to Primary Org: [redacted] Care Management level :1
APPROVE	Jones, Barbara	WJH201	APR-17-2019 03:13:50 PM	Primary Org Management	Comments added by user:
			APR-17-2019 03:13:50 PM		Completed User Approvals
NOTIFIED			APR-17-2019 03:13:50 PM	CENTRAL SUPPORT	Notification sent to Central Org: CENTRAL SUPPORT
APPROVE	Wu, Benjamin J		APR-17-2019 04:03:32 PM	CENTRAL SUPPORT	Comments added by user: [redacted]
WF_COMPLETE			APR-17-2019 04:03:32 PM		Workflow Approvals Complete
			APR-17-2019 04:03:32 PM		Completed Central Approvals
COMPLETE			APR-17-2019 04:03:32 PM		Payment Request Approvals Complete