

## **HRUAB University Departmental Position Summary Report**

The **HRUAB UNIVERSITY DEPARTMENTAL POSITION SUMMARY REPORT** is designed to be used by **UAB University Organizations;** it provides a listing of all active and frozen positions in the Oracle HR Administrative System as of a defined date.

The **HRUAB UNIVERSITY DEPARTMENTAL POSITION SUMMARY REPORT** is available under the **UAB HR Officer responsibility** and can be generated on an as needed basis. The report is delivered to the UAB Report Viewer as an Excel file for simple formatting. The information available on this report is limited to the end users HR Organizational Hierarchy as assigned in the system.

### UAB HR Officer > Run Reports > Submit Processes > Single Request

FINANCIAL AFFAIRS The University of Alabama at Birmingham

1. Select **HRUAB UNIVERSITY DEPARTMENT POSITION SUMMARY** from the LOV and click **OK**.

Submit Request	×
⊂ Run this Request —	Сору
Name	
Parameters	
	Reports ::::::::::::::::::::::::::::::::::::
At these Times	Find % Name HRUAB ACT Annual Budget documents report HRUAB ACT Docs Transaction Report
Run the Job A	HRUAB ACT Hire Docs in Progress HRUAB ACT Term Docs Completed HRUAB Program Banner Access Security PKGHR075
─ Upon Completion ─ ☑	HRUAB Program NO PAY REPORT FOR 04s AND 08s - (Excel) PKGHR126 HRUAB Program Voluntary Faculty Staff Appointments PKGHR124 HRUAB Report UAB Report Internal Organizations RPTHR516
Layout Notify Print to	HRUAB University Departmental Position Summary LDUAB Program Assignment level Labor Distribution Report PKGLD089 LDUAB Report Cumulative Salary Status RPTLDCSSR
Help ( <u>C</u> )	Eind QK Cancel

2. The **PARAMETER** box displays; enter parameters as needed.

Organization From Organization To Organization Unit Effective Date 17-SEP-2013	<b>Note:</b> Report may be submitted without parameters; however, entering parameters will help to filter report data for a specific organization code/range or filter data for a specific date. *Report results are restricted to the requestor's defined HR Organizational Hierarchy.
	QK Cancel Clear Help

### **ORGANIZATION FROM:**

filters report data based upon entered organization code and all remaining orgs in which the user has assigned access.

## **ORGANIZATION FROM**

and **ORGANIZATION TO:** filters report data based upon a specific organization or organization range.

Organization From 311401800 Med - Preventive Medicine Organization To Organization Unit Effective Date 17-SEP-2013 C Parameters Organization From 480700000 English Organization To 480700000 English Organization Unit Effective Date 17-SEP-2013 C OK Cancel Clear He OK Cancel Clear He								
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### **ORGANIZATION UNIT:**

**UAB HR Central Users:** filters report data based upon a defined unit rather than organization code.

# University Organizations should leave this parameter blank.



## **EFFECTIVE DATE:**

The **EFFECTIVE DATE** parameter defaults to the current date; however, date can be changed to see active/frozen positions and occupants as of the date entered.



Parameters :-

<u>Note:</u> Historical dates will retrieve historical position information and occupants. Future dates will retrieve future dated position information based upon future dated position changes and ACT documents.

Cancel

Clear

Help

<u>O</u>K

3. Once desired parameters have been entered, click on **OK** to proceed with generating the report, or **CLEAR** to re-enter parameters.

Submit Request 199999			$\sim$
─ Run this Request…			
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Neme	HELLAR University Departmental Resition	Summon	
	HROAD Oniversity Departmental Position		
Parameters	311401800 Med - Preventive Medicine:311	1401800 Med - Preven	tive Medicine::01-OCT-
Language	American English		
		anguage Settings	Debug Options
┌─ At these Times ──			
Run the Job	As Soon as Possible		Schedule
- Upon Completion			
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Drint to	poprint		Options
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Help ( <u>C</u> )		Sub <u>m</u> it	Cancel

The **SUBMIT REQUEST** now displays the report name and entered parameters.

4. Click on **SUBMIT** to proceed with generating the report.

<u>R</u> efr	esh Data	Find Requests			Sub <u>m</u> it a New Request			
Request ID			Parent					
	Name			Phase	Status	Parameters		
65044734	HRUAB Univers	ity Depar		Pending	Normal	311401800 Med - Preventiv		
64404236	HRUAB ACT An	nual Budı		Completed	Normal	2013		
64397872	HRUAB Report	UAB Rep		Completed	Normal			
64397571	HRUAB Report	UAB Rep		Completed	Normal			
Hold	Request	1	∕iew Det <u>a</u> ils			View Output		

The Request window will open displaying the **REQUEST ID** and **PHASE** of the report.

Once the report phase is "Completed", the report can be accessed via the UAB Report Viewer System.

<u>(Note:</u> An email notification from <u>UAB Report Viewer <UABRPTVW@cognosdb.it.uab.edu></u> will be sent to the requestor's Blazer ID email account; however, there could be a delay in receiving the email notification.)



Once logged into the <u>UAB Report Viewer System</u> click on the **Report Name** to open the report. (The report may be shared by clicking on the **Shared** icon and entering the Blazer ID of the person to receive the report. The report will then be available in that person's UAB Report Viewer).

UAB Report Viewer										
Carrie D McGlone Budget and Payroll Jign Out Quick Searches <u>ORACLE</u>	System Report Name Date From	Select Item 08/17/2013 Date To 09/17/2013 (mm/dd/yyyy) (mm/dd/yyyy)	Si Vi	iub System				Clear Find		
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ALL REPORTS				REPORT RUN DATE 📥 🔻	MORE INFO	HIDE	MARKED	SHARED		
Navigation Links	Oracle	HRUAB Departmental Position Summary	9/1	17/2013 12:30:46 PM	<u>Click</u>			<		
	Oracle	HRUAB ACT Annual Budget Documents Report	9/1	11/2013 4:30:46 PM	Click					
	Oracle	HRUAB ACT Docs Transaction report	9/6	6/2013 9:14:23 AM	Click					
	Oracle _	HRUAB ACT Docs Transaction report	9/6	6/2013 9:12:06 AM	Click					
	Oracle	HRUAB ACT Annual Budget Documents Report	9/3	3/2013 10:28:43 AM	Click			<		
	Oracle	HRUAB ACT Annual Budget Documents Report	8/2	29/2013 10:15:29 AM	Click					
	Oracle	HRUAB ACT Docs Transaction report	8/2	28/2013 1:17:37 PM	Click			<		
	Oracle	HRUAB ACT Annual Budget Documents Report	8/2	20/2013 10:42:24 AM	Click					
	8 records fo	und 😽	1 of 1	• •						

To view a sample report which includes a brief narrative of each column, scroll down to next page.

А	В	С	D	E	F	G	Н	I	J	К	L	М
Position	Job	Perm/Temp	Seasonal	Organization	Status Description	Position FTE	Employee Number	Employee	Assignment Number	Emp Category	Hire Date	Assignment Value
XXXXXXXXX.00101.031001	0125.Prof/Chairman	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXXX	01 Regular FT	01-MAR-2006	XX,XXX.XX
XXXXXXXXX.00301.031001	0DA4.Assoc Prof	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	01 Regular FT	01-JUL-1995	XX,XXX.XX
XXXXXXXXX.00401.031001.	0DB3.Professor	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	.99	XXXXXXXXX	Example, Employee	XXXXXXX	04 Irregular	01-MAY-2013	XX,XXX.XX
XXXXXXXX.04501.031001.	LL106M0.Mgr Dept Medical Library	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	XXXXXXXXX	Example, Employee	XXXXXXX	04 Irregular	01-MAY-2012	XX,XXX.XX
XXXXXXXXX.06301.110901	RL113E0.Research Associate	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	03 Regular PT	15-FEB-2007	XX,XXX.XX
XXXXXXXXX.06401.031001	RL112E0.Research Assistant	PERMANENT		XXXXXXXXX Example University Org	Active	1		VACANT				.00
XXXXXXXX.08701.070701	0134.Asst Prof	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXXX	Example, Employee	XXXXXXX	01 Regular FT	01-AUG-2010	XX,XXX.XX
XXXXXXXXX.08801.031001	0DA4.Assoc Prof	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	01 Regular FT	01-OCT-1998	XX,XXX.XX
XXXXXXXX.08901.090806	0134.Asst Prof	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXXX	Example, Employee	XXXXXXX	01 Regular FT	06-AUG-2009	XX,XXX.XX
XXXXXXXX.09201.130801.	0134.Asst Prof	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	xxxxxxx-2	01 Regular FT	12-AUG-2013	XX,XXX.XX
XXXXXXXX.09301.100301	0128.Professor	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	01 Regular FT	01-MAR-2010	XX,XXX.XX
XXXXXXXX.09501.080203	AC100N1.Admin Assoc	PERMANENT		XXXXXXXXX Example University Org	Active	1		VACANT				.00
XXXXXXXX.12801.120601	HP806E0.Surgeons Assistant	PERMANENT		XXXXXXXX Example University Org	Active	1		VACANT				.00
XXXXXXXXX.12901.031001	HN118E0.Clinical Research Nurse	PERMANENT		XXXXXXXXX Example University Org	Active	1		VACANT				.00
XXXXXXXX.13901.031001	MC290N1.Refrigeration Mechanic	PERMANENT		XXXXXXXX Example University Org	Active	1		VACANT				.00
XXXXXXXXX.15501.050711	0136.Instructor	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active		XXXXXXXX	Example, Employee	xxxxxxx-3	04 Irregular	12-AUG-2013	XX,XXX.XX
XXXXXXXXX.15601.061101	0134.Asst Prof	PERMANENT		XXXXXXXX Example University Org	Active	1		VACANT				.00
XXXXXXXX.15701.070202.	0AAT.Professor Emeritus	TEMPORARY	SEASONAL	XXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	60 Volunteer	01-NOV-2005	.00
XXXXXXXXXX.16001.070701	0136.Instructor	PERMANENT		XXXXXXXXX Example University Org	Active	1		VACANT				.00
XXXXXXXX.19401.121001.	0136.Instructor	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	xxxxxxx-2	01 Regular FT	15-OCT-2012	XX,XXX.XX
XXXXXXXX.19501.060914	0AAT.Professor Emeritus	TEMPORARY	SEASONAL	XXXXXXXX Example University Org	Active		XXXXXXXX	Example, Employee	xxxxxxx-2	60 Volunteer	14-SEP-2006	.00
XXXXXXXXX.20501.031001	RL112E0.Research Assistant	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	04 Irregular	05-JAN-1998	.00
XXXXXXXXX.20501.031001	RL112E0.Research Assistant	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	04 Irregular	14-JUL-1997	.00
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XXXXXXXXX.20801.031001	CG204N2.Office Assoc II	PERMANENT		XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	01 Regular FT	30-NOV-1998	XX,XXX.XX
XXXXXXXX.89999.121003.	Z010001.ORACLE ACCESS ONLY	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	0	XXXXXXXX	Example, Employee	XXXXXXX	04 Irregular	23-OCT-2000	.00
XXXXXXXXX.99501.031001	B845.Student Asst	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	xxxxxx-4	06 Student	23-AUG-2010	XX,XXX.XX
XXXXXXXX.99501.031001	B845.Student Asst	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	XXXXXXXX	Example, Employee	XXXXXXX	06 Student	07-NOV-2011	XX,XXX.XX
XXXXXXXXX.99995.070601	0TEN.Student Asst/Work Study	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active		XXXXXXXX	Example, Employee	XXXXXXX	11 Federal Work Study	10-FEB-2013	XX,XXX.XX
XXXXXXXXX.99995.070601	0TEN.Student Asst/Work Study	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active		XXXXXXXX	Example, Employee	XXXXXXX	11 Federal Work Study	10-FEB-2013	XX,XXX.XX
XXXXXXXX.99995.070601	0TEN.Student Asst/Work Study	TEMPORARY	SEASONAL	XXXXXXXX Example University Org	Active		XXXXXXXX	Example, Employee	xxxxxxx-2	11 Federal Work Study	26-AUG-2013	XX,XXX.XX