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

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1. Select **HRUAB UNIVERSITY DEPARTMENT POSITION SUMMARY** from the LOV and click **OK**.
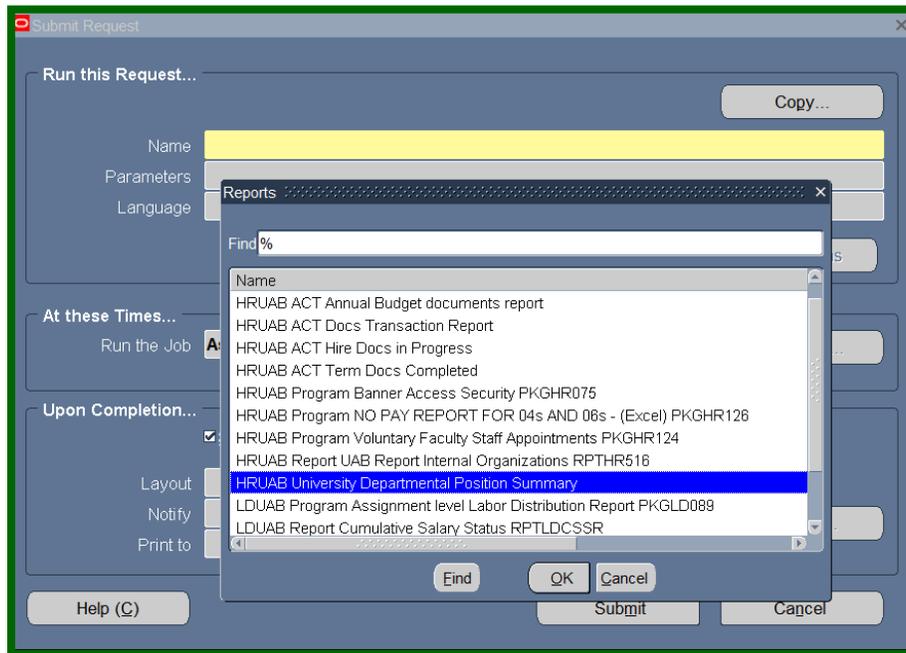
2. The **PARAMETER** box displays, enter parameters as needed.
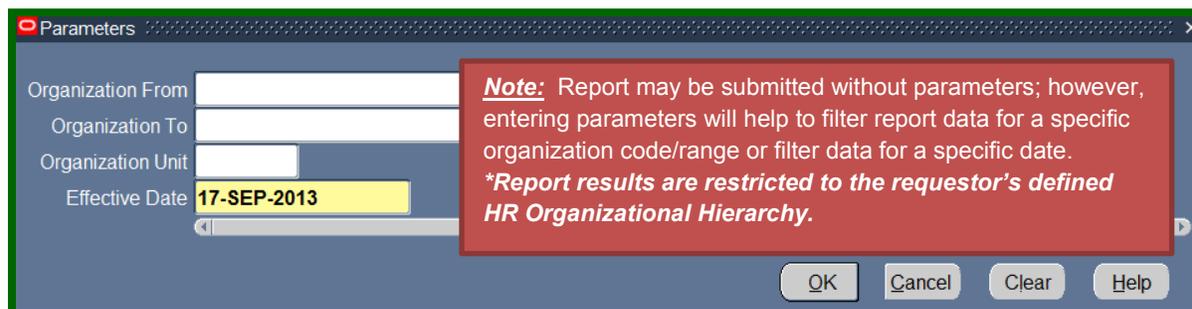
ORGANIZATION FROM:
filters report data based upon entered organization code and all remaining orgs in which the user has assigned access.

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

ORGANIZATION UNIT:

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

University Organizations should leave this parameter blank.

Note: selecting **HOSPITAL** provides a listing of *all* active and frozen positions in *all* UAB Hospital organization codes. Selecting **CAMPUS** provides a listing of *all* active and frozen positions in *all* University organization codes.

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.

Note: 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.

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

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

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

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**.

(Note: An email notification from *UAB Report Viewer <UABRPTVW@cognosdb.it.uab.edu>* will be sent to the requestor's Blazer ID email account; however, there could be a delay in receiving the email notification.**)**
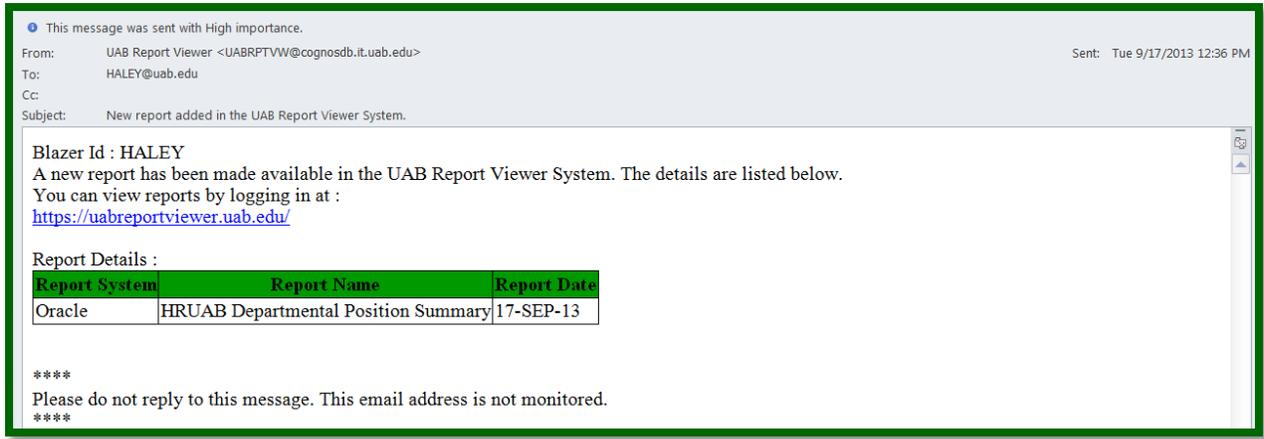
Once logged into the **UAB Report Viewer System** click on the **Report Name** to open the report. (The report may be shared by clicking on the **Shared** icon and entering the Blazer ID of the person to receive the report. The report will then be available in that person's UAB Report Viewer).
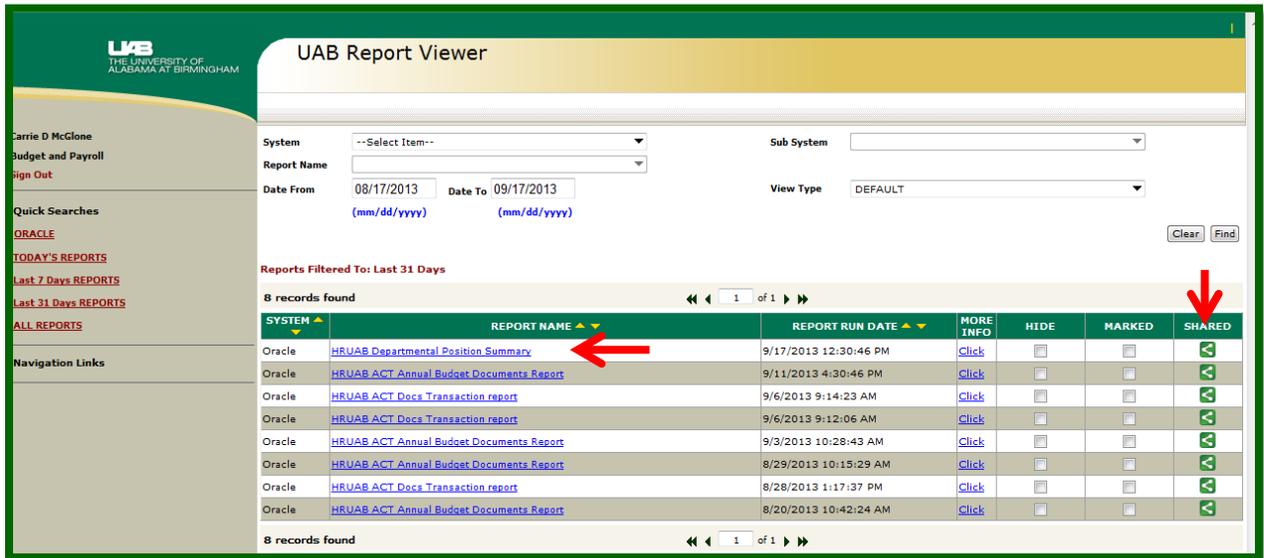
To view a sample report which includes a brief narrative of each column, scroll down to next page.

HRUAB University Departmental Position Summary Report Sample

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Position	Job	Perm/Temp	Seasonal	Organization	Status Description	Position FTE	Employee Number	Employee	Assignment Number	Emp Category	Hire Date	Assignment Value
	XXXXXXXX.00101.031001	0125.Prof/Chairman	PERMANENT		XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx	01 Regular FT	01-MAR-2006	xx,xxx.xx
	XXXXXXXX.00301.031001	0DA4.Assoc Prof	PERMANENT		XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx	01 Regular FT	01-JUL-1995	xx,xxx.xx
	XXXXXXXX.00401.031001.	0DB3.Professor	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	.99	xxxxxxx	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	xxxxxxx	Example, Employee	xxxxxxx	04 Irregular	01-MAY-2012	xx,xxx.xx
	XXXXXXXX.06301.110901	RL113E0.Research Associate	PERMANENT		XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx	03 Regular PT	15-FEB-2007	xx,xxx.xx
	XXXXXXXX.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	xxxxxxx	Example, Employee	xxxxxxx	01 Regular FT	01-AUG-2010	xx,xxx.xx
	XXXXXXXX.08801.031001	0DA4.Assoc Prof	PERMANENT		XXXXXXXXX Example University Org	Active	1	xxxxxxx	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	xxxxxxx	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	xxxxxxx	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	xxxxxxx	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		XXXXXXXXX Example University Org	Active	1		VACANT				.00
	XXXXXXXX.12901.031001	HN118E0.Clinical Research Nurse	PERMANENT		XXXXXXXXX Example University Org	Active	1		VACANT				.00
	XXXXXXXX.13901.031001	MC290N1.Refrigeration Mechanic	PERMANENT		XXXXXXXXX Example University Org	Active	1		VACANT				.00
	XXXXXXXX.15501.050711	0136.Instructor	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active		xxxxxxx	Example, Employee	xxxxxxx-3	04 Irregular	12-AUG-2013	xx,xxx.xx
	XXXXXXXX.15601.061101	0134.Asst Prof	PERMANENT		XXXXXXXXX Example University Org	Active	1		VACANT				.00
	XXXXXXXX.15701.070202.	0AAT.Professor Emeritus	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx	60 Volunteer	01-NOV-2005	.00
	XXXXXXXX.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	xxxxxxx	Example, Employee	xxxxxxx-2	01 Regular FT	15-OCT-2012	xx,xxx.xx
	XXXXXXXX.19501.060914	0AAT.Professor Emeritus	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active		xxxxxxx	Example, Employee	xxxxxxx-2	60 Volunteer	14-SEP-2006	.00
	XXXXXXXX.20501.031001	RL112E0.Research Assistant	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx	04 Irregular	05-JAN-1998	.00
	XXXXXXXX.20501.031001	RL112E0.Research Assistant	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx	04 Irregular	14-JUL-1997	.00
	XXXXXXXX.20601.031001.	RL112E0.Research Assistant	PERMANENT		XXXXXXXXX Example University Org	Frozen	1	xxxxxxx	Example, Employee	xxxxxxx	60 Volunteer	04-JAN-2010	.00
	XXXXXXXX.20601.130301.	N060001.NURSE PRACTITIONER-INPATIENT	PERMANENT		XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx-3	01 Regular FT	12-SEP-2010	xx,xxx.xx
	XXXXXXXX.20801.031001	CG204N2.Office Assoc II	PERMANENT		XXXXXXXXX Example University Org	Active	1	xxxxxxx	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	xxxxxxx	Example, Employee	xxxxxxx	04 Irregular	23-OCT-2000	.00
	XXXXXXXX.99501.031001	B845.Student Asst	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx-4	06 Student	23-AUG-2010	xx,xxx.xx
	XXXXXXXX.99501.031001	B845.Student Asst	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active	1	xxxxxxx	Example, Employee	xxxxxxx	06 Student	07-NOV-2011	xx,xxx.xx
	XXXXXXXX.99995.070601	0TEN.Student Asst/Work Study	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active		xxxxxxx	Example, Employee	xxxxxxx	11 Federal Work Study	10-FEB-2013	xx,xxx.xx
	XXXXXXXX.99995.070601	0TEN.Student Asst/Work Study	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active		xxxxxxx	Example, Employee	xxxxxxx	11 Federal Work Study	10-FEB-2013	xx,xxx.xx
	XXXXXXXX.99995.070601	0TEN.Student Asst/Work Study	TEMPORARY	SEASONAL	XXXXXXXXX Example University Org	Active		xxxxxxx	Example, Employee	xxxxxxx-2	11 Federal Work Study	26-AUG-2013	xx,xxx.xx

** Questions pertaining to the running of the report, please email: instructeam@uab.edu.
*** Questions pertaining to report data or contents, please email: budgetadmin@uab.edu.