

LDUAB Report Cumulative Salary Status RPTLDCSSR

The **CUMULATIVE SALARY STATUS REPORT** is a cumulative listing of salary entries for individuals who are required to certify effort provided directly or indirectly to sponsored programs. Included on this report are the monthly payroll salary entries and salary adjustments made by departments pertaining to the designated quarter.

The purpose of this report is to assist departments with monitoring activities ultimately related to the certification of an effort report.

This report is available under the **UAB HR Officer** and the **UAB Salary Reclass User responsibilities** and can be generated on an as needed basis. The information available on this report is limited to the end users HR Organizational Hierarchy as it is assigned in the system.

UAB HR Officer → Run Reports → Submit Processes → Single Request
UAB Salary Reclass User → Run Reports → Run Organizations Report → Single Request

1. From the **SUBMIT REQUEST** form click on the **NAME LOV**.

Submit Request

Run this Request... Copy...

Name ...

Parameters

Language Language Settings... Debug Options

At these Times...
Run the Job **As Soon as Possible** Schedule...

Upon Completion...
 Save all Output Files

Layout

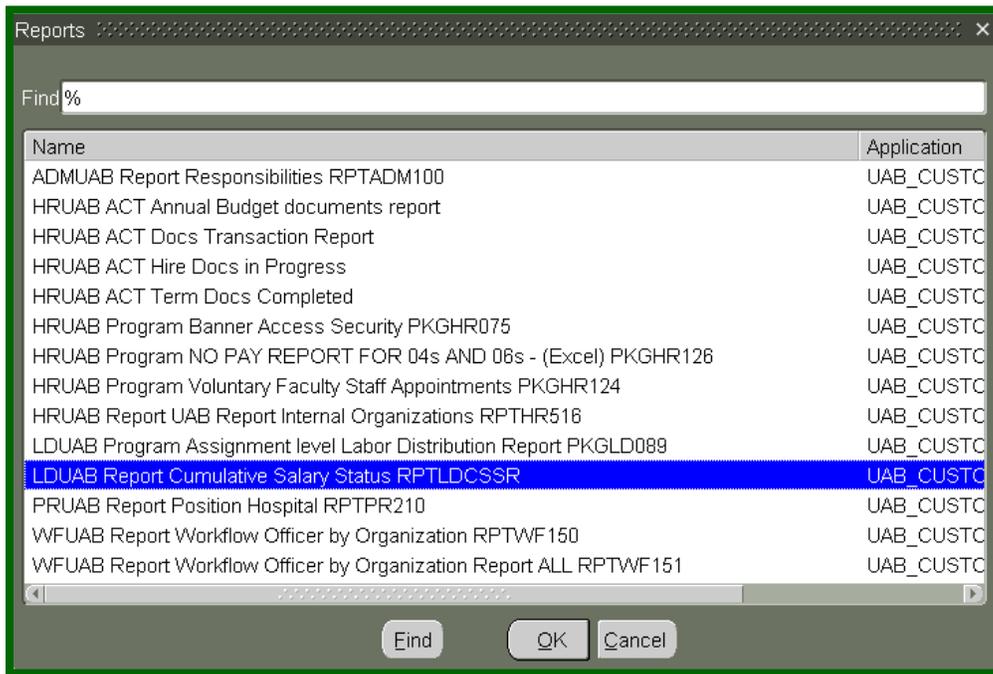
Notify Options...

Print to

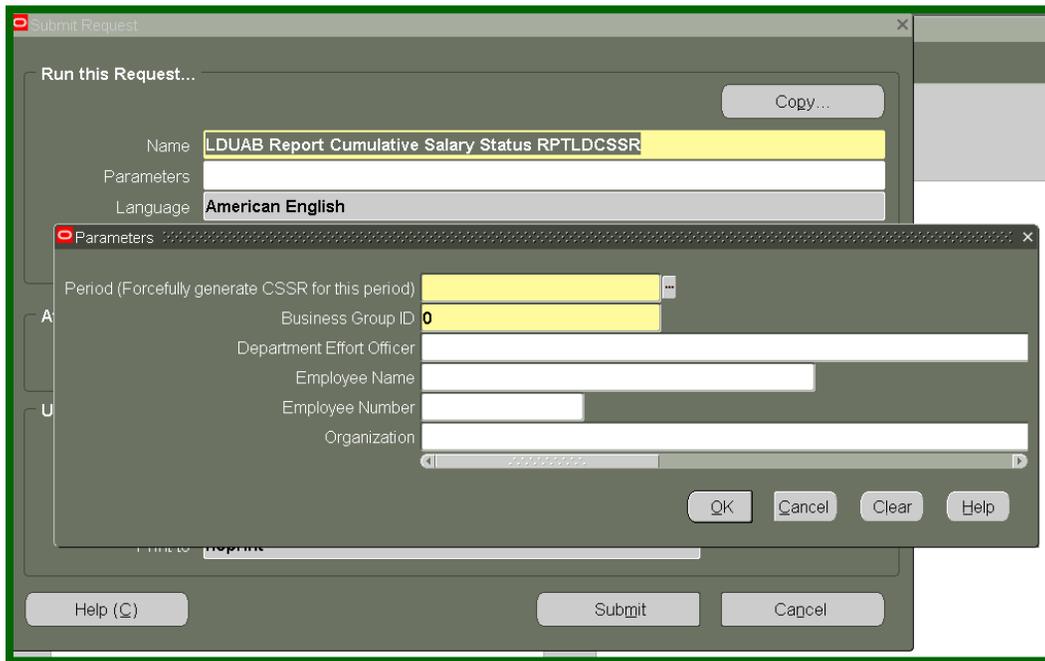
Help (C) Submit Cancel

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2. Select **LDUAB REPORT CUMULATIVE SALARY STATUS RPTLDCSSR** from the reports listing; click **OK**.

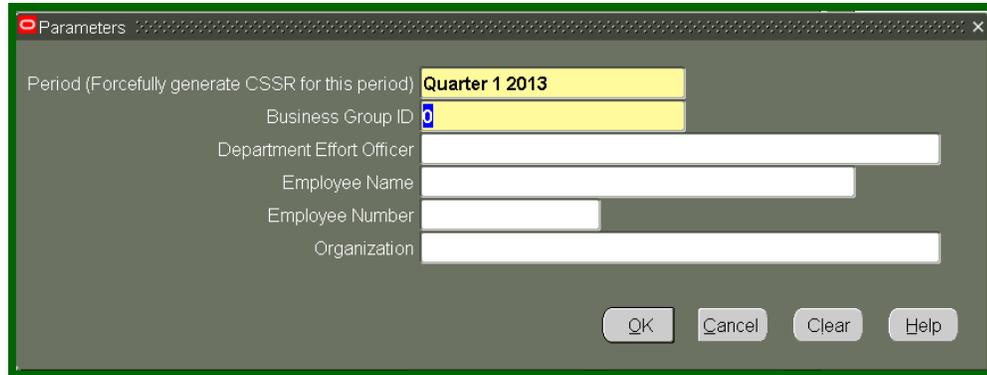


3. The **NAME** field of the **SUBMIT REQUEST** window populates and the **PARAMETERS** box opens.



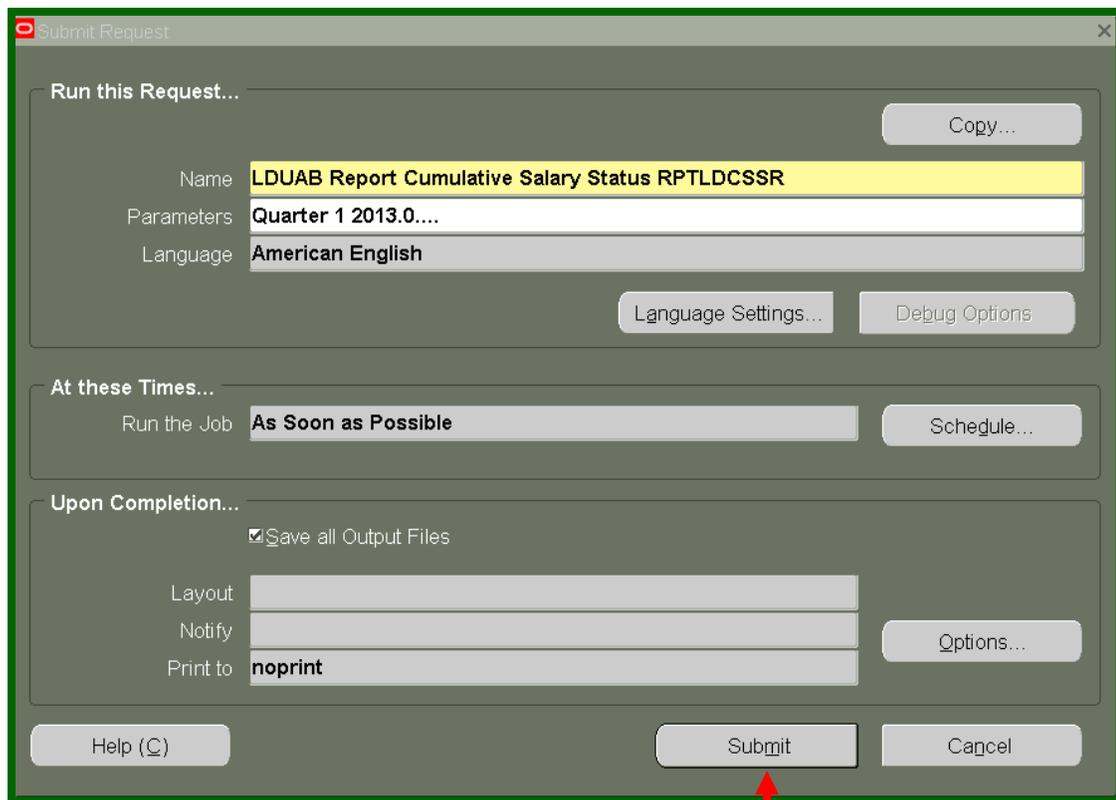
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Note: The **PERIOD** field is a required parameter. The remaining parameters may be entered as a means of filtering results. Parameter LOV's and report results will be based on the end users **HR Organizational Hierarchy** as it is assigned in the system.



A dialog box titled "Parameters" with a close button (X) in the top right corner. It contains several input fields: "Period (Forcefully generate CSSR for this period)" with the value "Quarter 1 2013", "Business Group ID" with the value "0", "Department Effort Officer", "Employee Name", "Employee Number", and "Organization". At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

4. Click on **OK** once you have inserted the desired **parameters**. The **PARAMETERS** field populates.



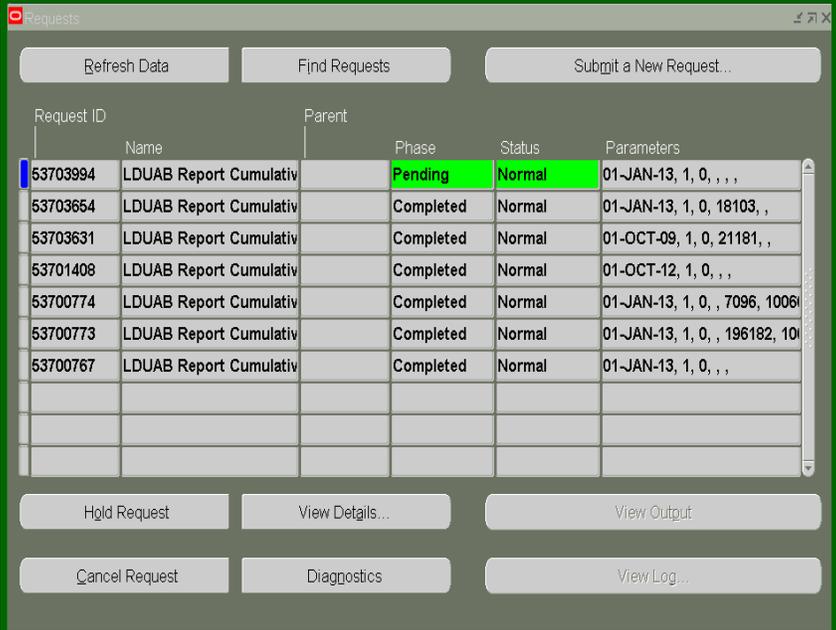
A dialog box titled "Submit Request" with a close button (X) in the top right corner. It is divided into three sections: "Run this Request...", "At these Times...", and "Upon Completion...".
- "Run this Request...": Contains fields for "Name" (LDUAB Report Cumulative Salary Status RPTLDCSSR), "Parameters" (Quarter 1 2013.0...), and "Language" (American English). Buttons for "Copy...", "Language Settings...", and "Debug Options" are present.
- "At these Times...": Contains a field for "Run the Job" (As Soon as Possible) and a "Schedule..." button.
- "Upon Completion...": Contains a checked checkbox for "Save all Output Files", fields for "Layout", "Notify", and "Print to" (noprint), and an "Options..." button.
At the bottom, there are three buttons: "Help (C)", "Submit", and "Cancel". A red arrow points to the "Submit" button.

5. Click the **SUBMIT** button located at the bottom of the **SUBMIT REQUEST** form.

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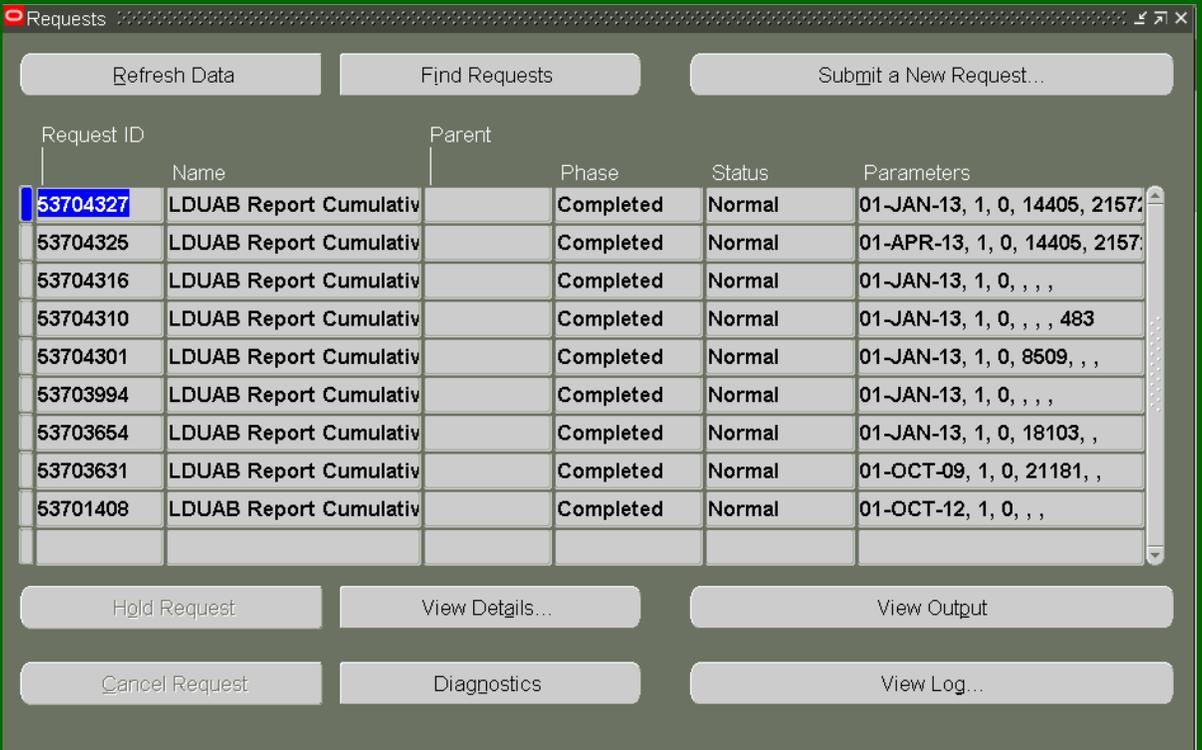
6. The **REQUESTS** window opens.

Notice: 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 **Standby**, **Normal**, and **Error**. The final field is the **PARAMETERS** field.



Request ID	Name	Parent	Phase	Status	Parameters
53703994	LDUAB Report Cumulativ		Pending	Normal	01-JAN-13, 1, 0, , , ,
53703654	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, 18103, ,
53703631	LDUAB Report Cumulativ		Completed	Normal	01-OCT-09, 1, 0, 21181, ,
53701408	LDUAB Report Cumulativ		Completed	Normal	01-OCT-12, 1, 0, , , ,
53700774	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, , 7096, 1006
53700773	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, , 196182, 10
53700767	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, , , ,

7. When the **PHASE** field shows **Completed** the report has been generated.



Request ID	Name	Parent	Phase	Status	Parameters
53704327	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, 14405, 2157
53704325	LDUAB Report Cumulativ		Completed	Normal	01-APR-13, 1, 0, 14405, 2157
53704316	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, , , ,
53704310	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, , , , 483
53704301	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, 8509, , ,
53703994	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, , , ,
53703654	LDUAB Report Cumulativ		Completed	Normal	01-JAN-13, 1, 0, 18103, ,
53703631	LDUAB Report Cumulativ		Completed	Normal	01-OCT-09, 1, 0, 21181, ,
53701408	LDUAB Report Cumulativ		Completed	Normal	01-OCT-12, 1, 0, , , ,

8. Click on the **VIEW OUTPUT** button to view report.

[Click here](#) to view a sample report.

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Sample Report

RUN DATE : 06/24/13 RUN TIME : 12:44:59 PROG : RPT.LD.005	UNIVERSITY OF ALABAMA AT BIRMINGHAM HUMAN RESOURCE SYSTEM CUMULATIVE SALARY STATUS REPORT FOR 1ST QUARTER 13 JANUARY, FEBRUARY, MARCH	Page 1 OF 2513				
THIS STATUS REPORT IS A CUMULATIVE LISTING OF SALARY ENTRIES FOR INDIVIDUALS WHO ARE REQUIRED TO CERTIFY EFFORT PROVIDED DIRECTLY OR INDIRECTLY TO SPONSORED PROGRAMS. IT IS BEING PROVIDED TO THE DEPARTMENTAL EFFORT OFFICER TO ASSIST THEM WITH INFORMATION THAT CAN BE USED TO MONITOR ACTIVITY OF INDIVIDUALS THAT WILL ULTIMATELY BE CERTIFIED ON THE EFFORT REPORT. INCLUDED ON THIS REPORT ARE THE MONTHLY PAYROLL SALARY ENTRIES AND SALARY ADJUSTMENTS MADE BY THE DEPARTMENTS PERTAINING TO THIS QUARTER. (SEE GRANT COST TRANSFER SECTION OF CAS MANUAL FOR PROCEDURES CONCERNING PERSONNEL COST ADJUSTMENTS)						
DEO NAME :	ORGANIZATION :					
EMPLOYEE NAME :	EMPLOYEE NUMBER :					
ACCOUNT NUMBER / GRANT NUMBER	ACCOUNT TITLE	CFB	AMOUNT	REF-1	REF-2	BATCH REF/ DATE
		GROUP B				28-FEB-13
		GROUP B				31-JAN-13
		GROUP B				31-MAR-13
		SUB TOTAL	-----			
		GROUP B				31-MAR-13
		SUB TOTAL	-----			
		GROUP B				31-MAR-13
		GROUP B				31-JAN-13
		SUB TOTAL	-----			
TOTAL EMPLOYEE CUMULATIVE EARNINGS						

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