

PRUAB Departmental Secondary Assignment Details Report

The **PRUAB DEPARTMENTAL SECONDARY ASSIGNMENT DETAILS REPORT**, based upon the end users HR Organizational Hierarchy, provides a listing of all employees/trainees with multiple active exempt or nonexempt assignments. Assignment detail and supervisor information, for each active assignment, is included on the report.

This report is designed to assist organizations in identifying employees/trainees with active secondary assignments outside of the end users HR Organizational access in order to determine appropriate timekeeping procedures.

The **PRUAB DEPARTMENTAL SECONDARY ASSIGNMENT DETAILS 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.

UAB HR Officer > Run Reports > Submit Processes

UAB E-Business Suite

Oracle Applications Home Page

Note: Report results are restricted to the defined HR Organizational Hierarchy.

Navigator

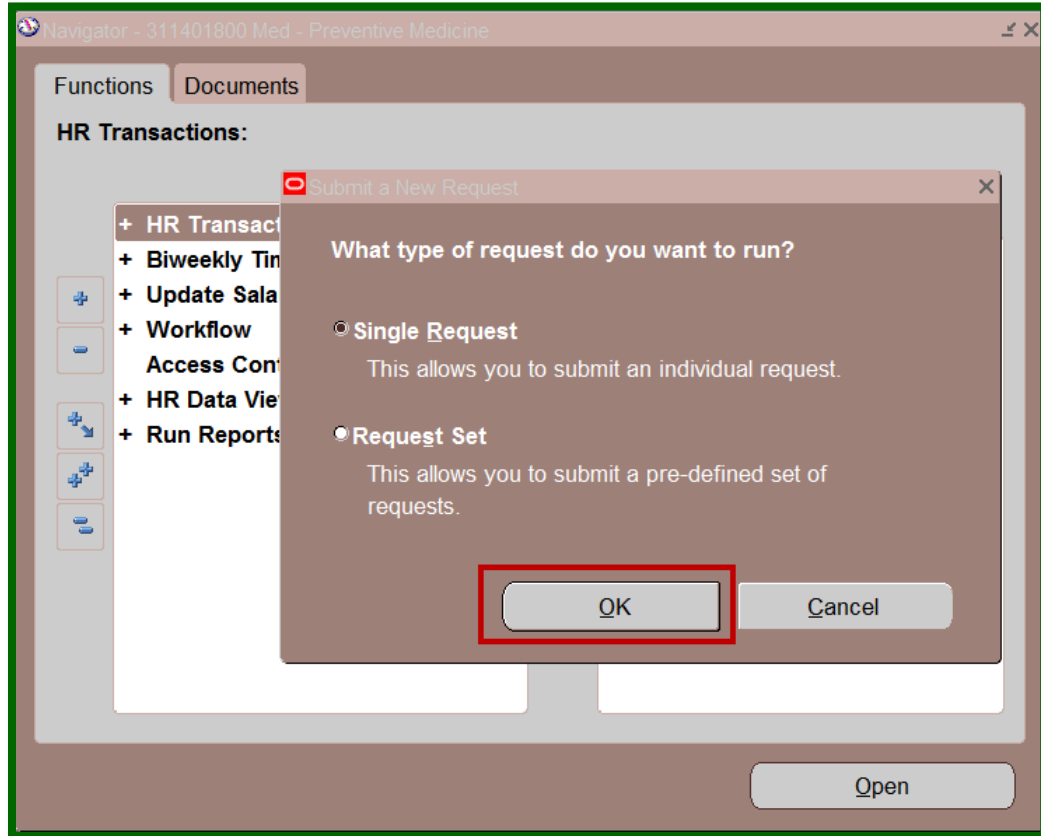
- 311401800 Med - Preventive Medicine
 - 311401800-Timekeeper
 - UAB AP End User
 - UAB Effort Report User
 - UAB FN Document Entry/Approval
 - UAB GA End User
 - UAB GL End User
 - UAB Self Service Applications
 - UAB Sunflower Custom Reports

311401800 Med - Preventive Medicine

- Access Control Form (ACF)
- HR Transactions**
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 - TEL
- Update Salary Distributions**
 - Salary Reclass Form
- Workflow**
 - WAM-Approval Paths
 - Personal Worklist
 - UAB Document Locator
- HR Data Views**
 - Assignments List
 - View Biweekly Accrual Balances
 - Personnel Action Log
 - View OLD Effort Reports (Jan. 2004 - Mar. 2013)
 - Payroll Information Extract (PIE)
 - Legacy Payroll Info (OPIE)
 - View Faculty Data Form
 - View Effort Reports (Beginning April 2013)
- HR Data Views : View Salary Distribution Information**
 - View Salary Distributions by Period
 - View Salary Distributions by Document
- Run Reports**
 - Submit Processes**
 - View Requests
 - Original Report Viewer

Personalize

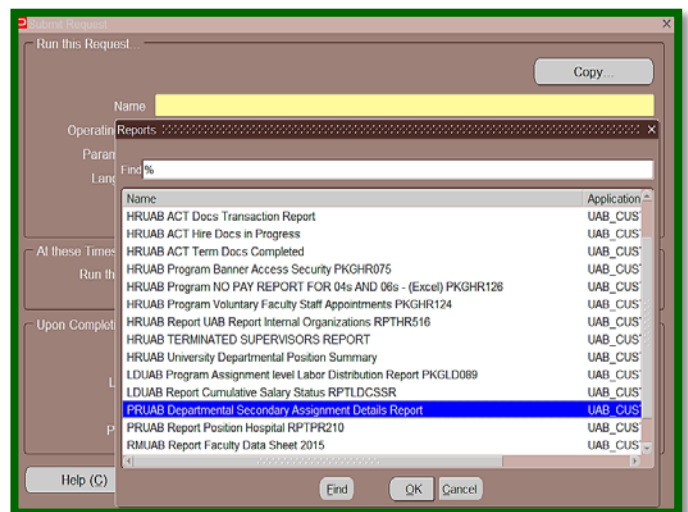
1. Select **SINGLE REQUEST** from the **SUBMIT A NEW REQUEST** window and click **OK**.



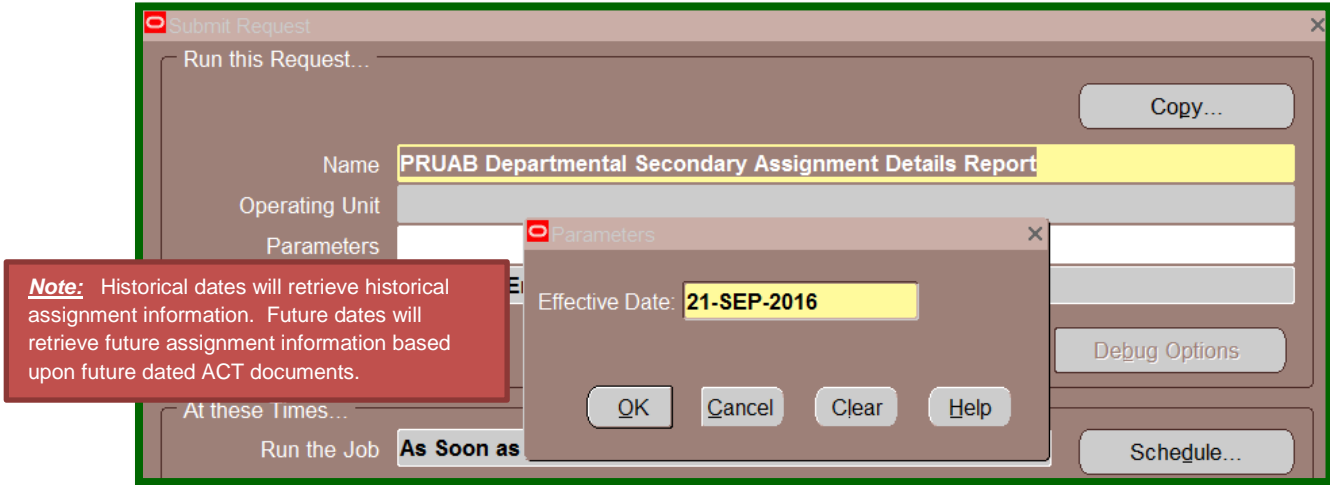
2. From the **SUBMIT REQUEST** form, click on the **NAME LOV**.



3. Select the **PRUAB DEPARTMENTAL SECONDARY ASSIGNMENT DETAILS REPORT** and click on **OK**.



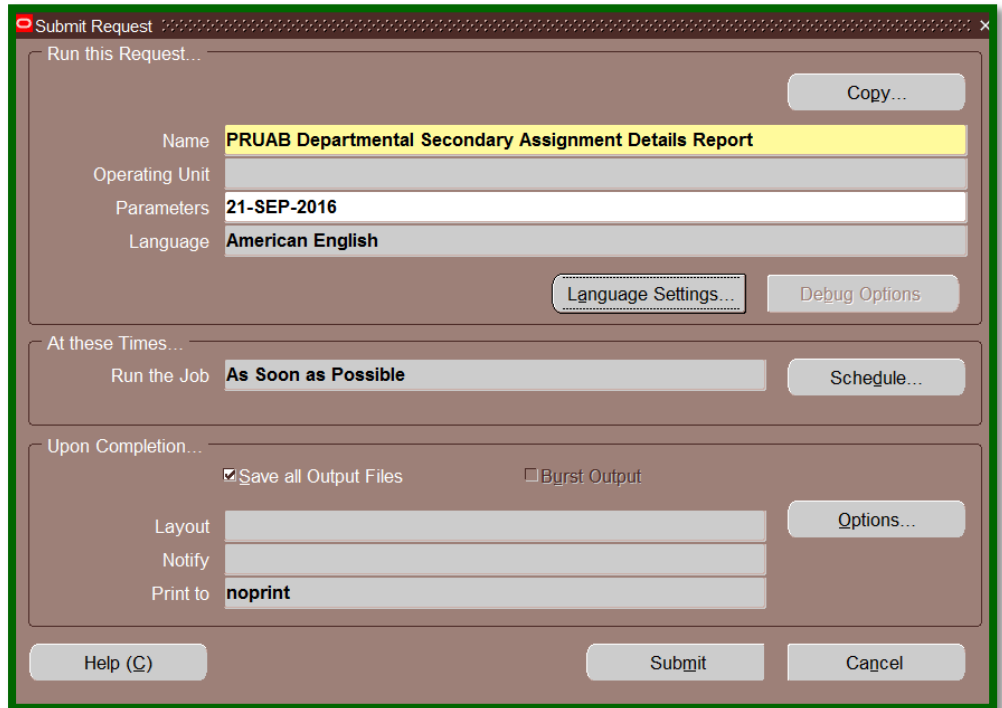
The **NAME** field of the **SUBMIT REQUEST** window populates. The **PARAMETERS** box opens.



The **EFFECTIVE DATE** field defaults to the current date and retrieves active assignment information as of the date shown; however, date can be changed.

The **SUBMIT REQUEST** window now displays the report name and effective date parameter.

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



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

Requests window interface showing a table of report requests. The table has columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a blue bar and has 'Pending' and 'Normal' in green cells.

Request ID	Name	Parent	Phase	Status	Parameters
83656122	PRUAB Departmental Sec		Pending	Normal	2016/09/21 00:00:00
83655763	PRUAB Departmental Sec		Completed	Normal	2016/09/20 00:00:00
83655432	PRUAB Departmental Sec		Completed	Normal	2016/09/19 00:00:00
83655430	PRUAB Departmental Sec		Completed	Normal	2016/09/19 00:00:00

Buttons: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

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>](mailto: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.)

UAB Report Viewer <UABRPTVW@cognosdb.it.uab.edu>
 New report added in the UAB Report Viewer System.
 To: HALEY@uab.edu
 This message was sent with High importance.

Blazer Id : HALEY
 A new report has been made available in the UAB Report Viewer System. The details are listed below.
 You can view reports by logging in at :
<https://uabreportviewerqa.ad.uab.edu/Reports/MemberLogin.aspx>

Report Details :

Report System	Report Name	Report Date
Oracle	PRUAB Departmental Secondary Assignment Details Report	21-SEP-16

 Please do not reply to this message. This email address is not monitored.

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).

The screenshot shows the UAB Report Viewer interface. On the left is a navigation sidebar with the UAB logo and user information for Carrie McGlone Vaughan. The main area contains search filters for System, Sub System, Report Name, Date From (08/21/2016), Date To (09/21/2016), and View Type (DEFAULT). Below the filters, it indicates 'Reports Filtered To: Last 31 Days' and '5 records found'. A table lists the reports with columns: SYSTEM, REPORT NAME, REPORT RUN DATE, MORE INFO, HIDE, MARKED, and SHARED. The first row is highlighted, and a red arrow points to the 'Shared' icon in the 'SHARED' column. Another red arrow points to the 'Find' button in the top right.

SYSTEM	REPORT NAME	REPORT RUN DATE	MORE INFO	HIDE	MARKED	SHARED
Oracle	PRUAB Departmental Secondary Assignment Details Report	9/21/2016 1:48:05 PM	Click	<input type="checkbox"/>	<input type="checkbox"/>	
Oracle	PRUAB Departmental Secondary Assignment Details Report	9/20/2016 12:41:52 PM	Click	<input type="checkbox"/>	<input type="checkbox"/>	
Oracle	PRUAB Departmental Secondary Assignment Details Report	9/19/2016 1:40:42 PM	Click	<input type="checkbox"/>	<input type="checkbox"/>	
Oracle	PRUAB Departmental Secondary Assignment Details Report	9/19/2016 1:38:27 PM	Click	<input type="checkbox"/>	<input type="checkbox"/>	
Oracle	LDUAB Program Assignment level Labor Distribution Report PKGLD089	8/30/2016 9:33:27 AM	Click	<input type="checkbox"/>	<input type="checkbox"/>	

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

EMPLOYEE_NUMBER	ASSN_PRIMARY_SEC	ASSN_NUMBER	EMPLOYEE_NAME	ASSN_CATEGORY	JOB_NAME	ORGANIZATION	PAYROLL_NAME	SUPERVISOR NAME	SUPERVISOR	SUPERVISOR EMAIL	TEL REPORTING METHOD
1001010	Y	1001010	Example, One	01 Regular FT	AC100N1.ADMIN ASSOCIATE	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1001010	N	1001010-2	Example, One	04 Irregular	AC100N1.ADMIN ASSOCIATE	310000000 School of Medicine Dean's Office	Biweekly			workflow@uab.edu	TEL
1002402	Y	1002402	Example, Three	03 Regular PT	RL118N1.Research Interviewer	310008400 Comprehensive Cancer Center	Biweekly			workflow@uab.edu	TEL
1002402	N	1002402-2	Example, Three	03 Regular PT	RL118N1.Research Interviewer	311401800 Med - Preventive Medicine	Biweekly			workflow@uab.edu	TEL
1004269	Y	1004269	Example, Four	01 Regular FT	0136.Instructor	481000000 History	12/12 Monthly Faculty			workflow@uab.edu	
1004269	N	1004269-4	Example, Four	04 Irregular	0A03.Credentialed Course Instructor	221005000 University Honors (Org Ret)	Monthly			workflow@uab.edu	
1004387	N	1004387-6	Example, Five	04 Irregular	CG208N0.Data Processing Spec I	311300000 Family & Community Medicine Chair Office	Biweekly			workflow@uab.edu	TEL
1004387	Y	1004387	Example, Five	03 Regular PT	CG208N0.Data Processing Spec I	311402800 Med - Pulmonary/Allergy/Critical Care	Biweekly			workflow@uab.edu	TEL
1008173	N	1008173-8	Example, Six	04 Irregular	0A03.Credentialed Course Instructor	379700000 Health Behavior	Monthly			workflow@uab.edu	
1008173	Y	1008173-3	Example, Six	21 Post Doc Employee	M826.Postdoctoral Fellow	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1010460	N	1010460-3	Example, Seven	04 Irregular	HN136E0.NURSE PRACTITIONER	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1010460	Y	1010460	Example, Seven	01 Regular FT	N060001.NURSE PRACTITIONER-INPATIENT	701410000 Advanced Practice Provider	Monthly			workflow@uab.edu	
1012144	Y	1012144	Example, Eight	03 Regular PT	RL118N1.Research Interviewer	310008400 Comprehensive Cancer Center	Biweekly			workflow@uab.edu	TEL
1012144	N	1012144-3	Example, Eight	03 Regular PT	AA309N1.Program Coord I	311401800 Med - Preventive Medicine	Biweekly			workflow@uab.edu	TEL
1018786	N	1018786-5	Example, Ten	04 Irregular	0A03.Credentialed Course Instructor	480000000 College of Arts and Sciences	Monthly			workflow@uab.edu	
1018786	N	1018786-7	Example, Ten	04 Irregular	0A03.Credentialed Course Instructor	481800000 Sociology	Monthly			workflow@uab.edu	
1018786	Y	1018786-8	Example, Ten	04 Irregular	0207.Adjunct Instructor	343006000 Nursing Acad Support	12/12 Monthly Faculty			workflow@uab.edu	
1000000	Y	1000000-2	Example, Eleven	20 Post Doc Trainee	ZZZ9.Postdoctoral Trainee	311401800 Med - Preventive Medicine	Trainee			workflow@uab.edu	
1000000	N	1000000-3	Example, Eleven	04 Irregular	HP804E0.Physician	709350000 Transplant Operations	Monthly			workflow@uab.edu	
1000000	N	1000000-4	Example, Eleven	04 Irregular	ZM103E0.TEACHER	696000000 BREMSS	Monthly			workflow@uab.edu	
1007227	Y	1007227-3	Example, Twelve	46 Trainee	ZZZ8.Graduate Student Trainee	311401800 Med - Preventive Medicine	Trainee			workflow@uab.edu	
1007227	N	1007227-4	Example, Twelve	06 Student	B845.Student Asst	481700000 Social Work	Biweekly			workflow@uab.edu	TEL
1070106	N	1070106-2	Example, Thirteen	04 Irregular	MPNE.Intern	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1070106	Y	1070106	Example, Thirteen	11 Federal Work Study	OTEN.Student Asst/Work Study	311654400 Ped - Rehabilitation Medicine	Biweekly			workflow@uab.edu	TEL
1079946	N	1079946-3	Example, Fourteen	06 Student	B845.Student Asst	143002000 Hill Student Center	Biweekly			workflow@uab.edu	TEL
1079946	N	1079946-2	Example, Fourteen	04 Irregular	MPNE.Intern	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1079946	Y	1079946	Example, Fourteen	11 Federal Work Study	OTEN.Student Asst/Work Study	141004000 Career & Professional Development	Biweekly			workflow@uab.edu	TEL