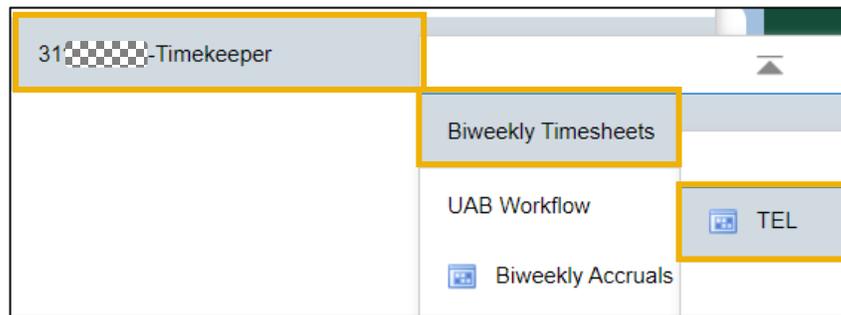
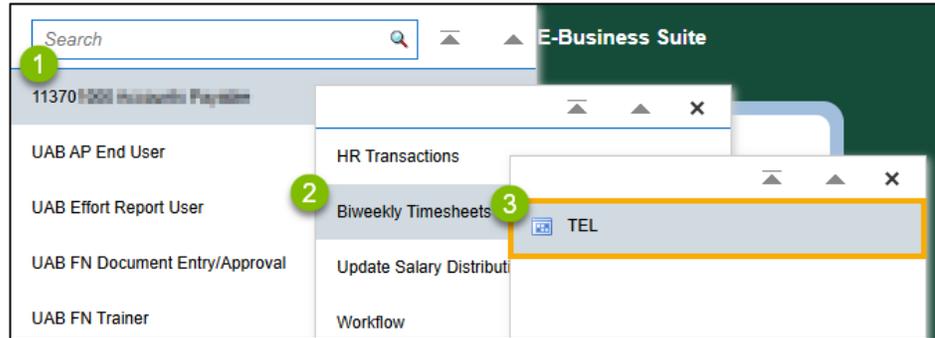


The **PRUAB Departmental Secondary Assignment Details Report**, based upon the users’ HR Organizational Hierarchy, provides a list of employees/trainees with active non-primary assignments. Assignment detail and supervisor information for each active assignment is included on the report. This report is available under your **UAB HR Org** responsibility, or your **UAB Timekeeper** responsibility, in Oracle and can be generated on an as-needed basis.

Navigate to the **TEL** responsibility in Oracle HR & Finance:

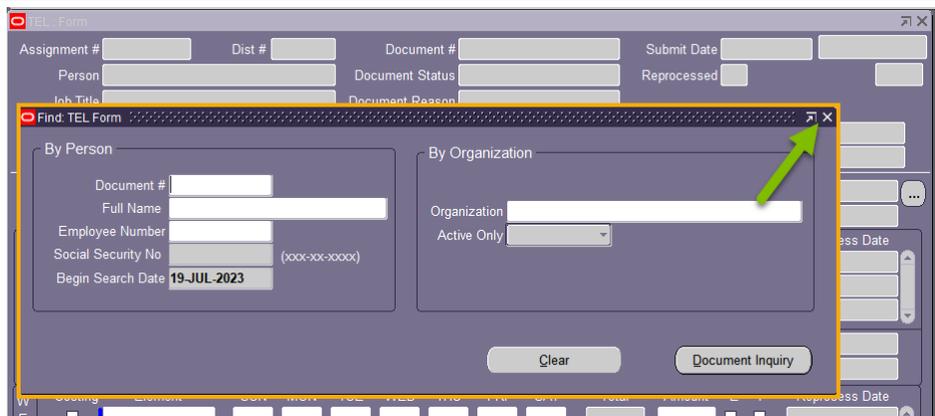
- Click the **3-lined navigator** icon in the top left of the Oracle Home page
- Select your **HR responsibility** *or* your **UAB Timekeeper responsibility**
- Choose **Biweekly Timesheets**
- Select **TEL**



Note: The *Timekeeper* responsibility will only display non-exempt assignment details, and the *HR Officer* will show all assignments.

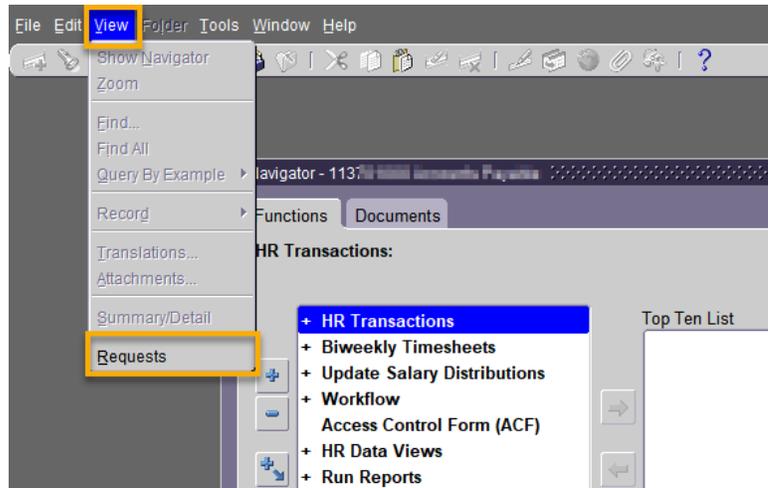
In the **Find: TEL Form** window,

- Click the **[X]** in the right corner to **close the Find: TEL Form**



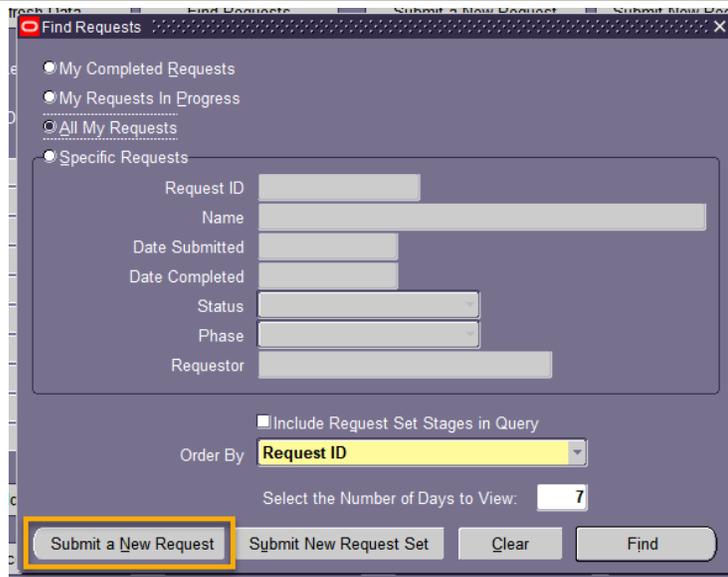
From the menu bar at the top of the screen,

- Click the **View** option
- Choose **Requests** from the dropdown



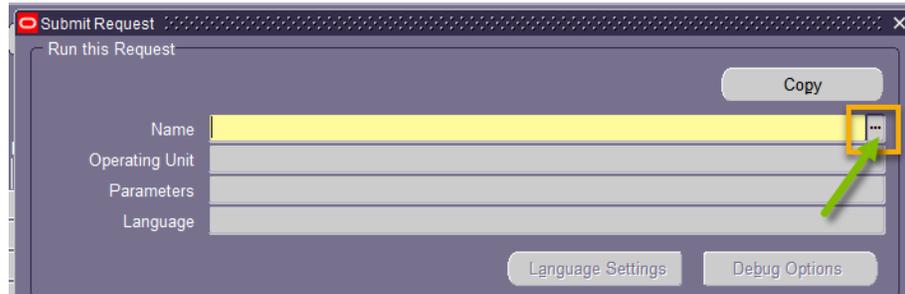
In the **Find Requests** window,

- Click the **Submit a New Request** button



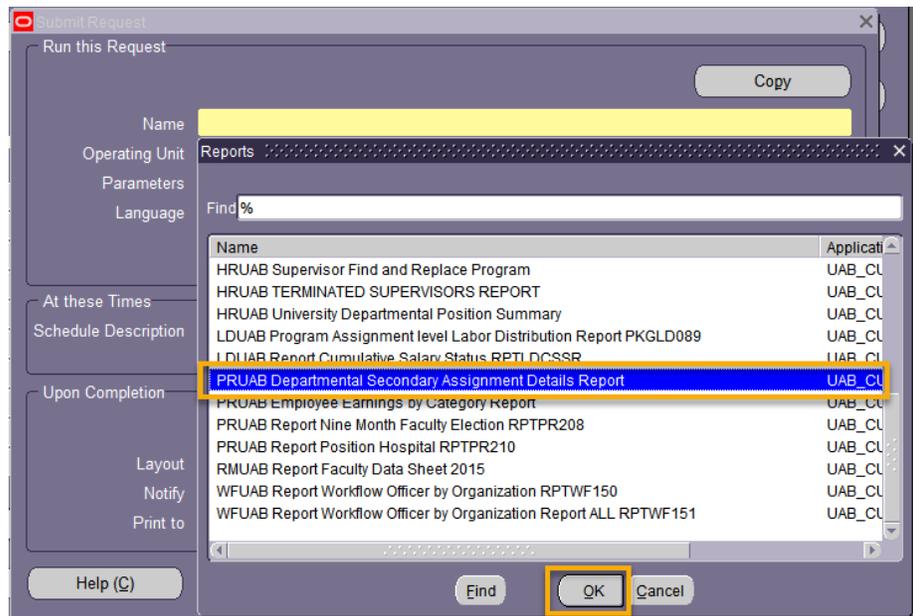
In the **Submit Request** window,

- Click the **3-dot LOV** button at the end of the **Name** field



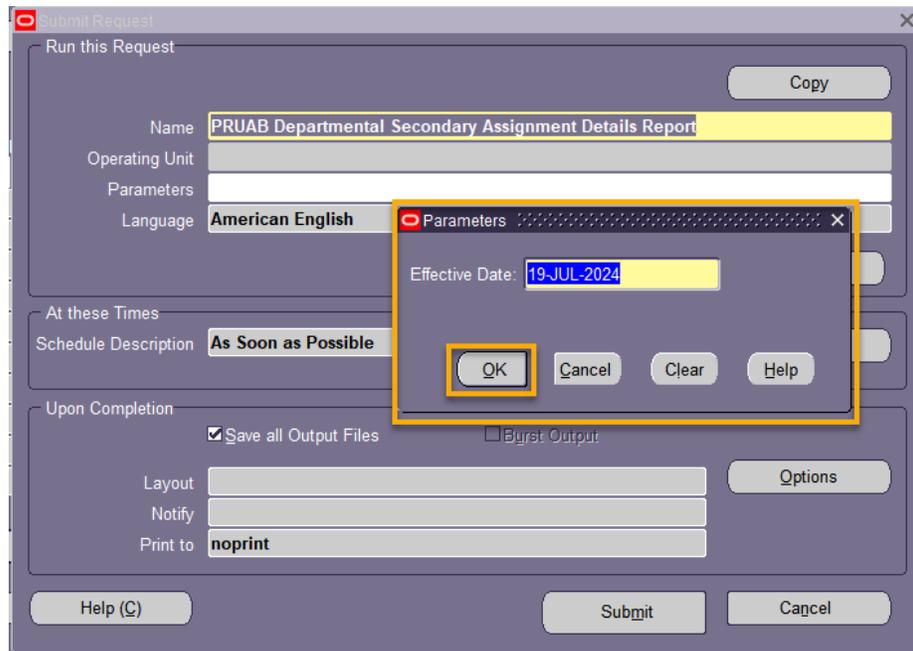
In the **Reports** list,

- Locate and select **PRUAB Departmental Secondary Assignment Details Report**
- Click **OK**



The Parameters box will display

- The **Effective Date** defaults to the current date, which retrieves active assignment information as of this date
- The **Effective Date** can be edited



Note: Historical dates will retrieve historical assignment information. Future dates will retrieve future assignment information based upon future-dated ACT documents.



ORGANIZATION	Organization Code in which Assignment is affiliated. Note: If the employee/trainee assignment within the end user's HR Organizational Security is "terminated" as of the effective date of the report, only the active assignments outside of the end user's HR Organizational Hierarchy displays.
PAYROLL_NAME	Payroll type of the Active Assignment. Monthly/Faculty/Trainee = overtime exempt; Biweekly = overtime non-exempt
SUPERVISOR NAME	Supervisor Name for active assignment as identified by the ACT document.
SUPERVISOR ASSN NUM	Supervisor's primary assignment number.
SUPERVISOR EMAIL	Supervisor's UAB email address
TEL REPORTING METHOD	If TEL and Primary = Y, hours are fed from Campus Time & Attendance. If TEL and Primary = N, manual timekeeping is required.