

## ADMUAB Report Responsibilities

A report can be generated to identify the access responsibilities set up in Oracle based on one of three parameters: **by Organization, by Responsibility, or by Person**. This report is available under the **UAB HR Officer responsibility**.

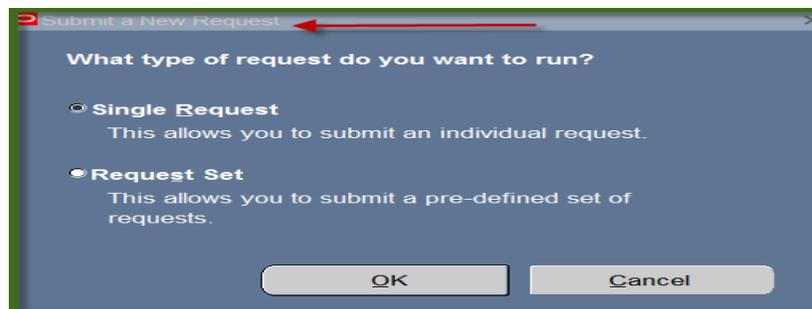
Click on the HR Officer Responsibility, under menu option “**Run Reports**”, click on **Submit Processes**. The “Submit a New Request” box will appear. “Single Request” will be preselected, then click on **OK**.

This report is delivered to the requestors **UAB View Output** in PDF format.

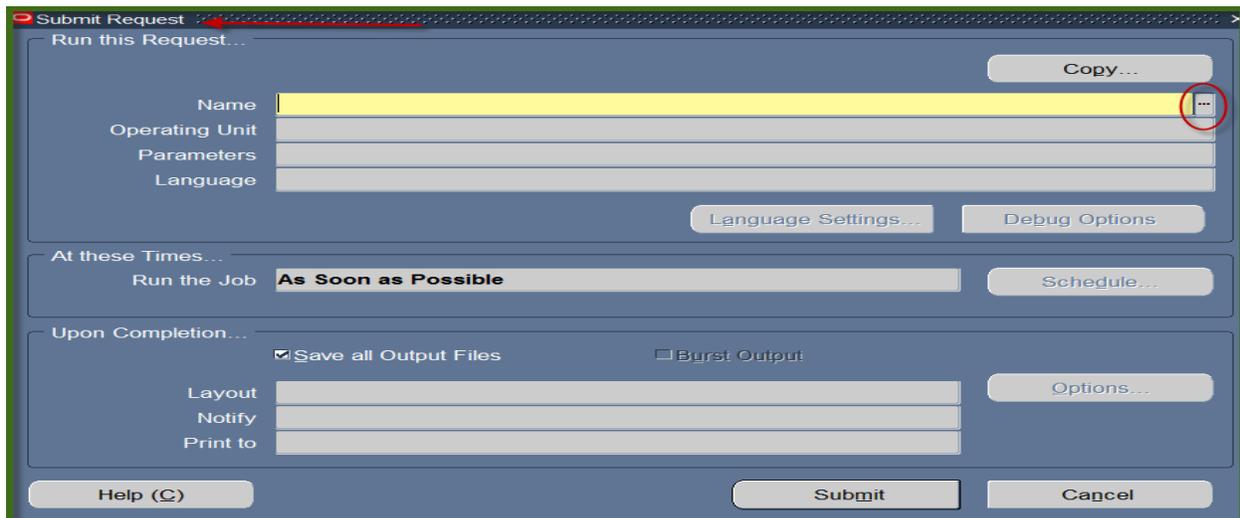
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UAB HR Officer → Run Reports → Submit Processes → Single Request

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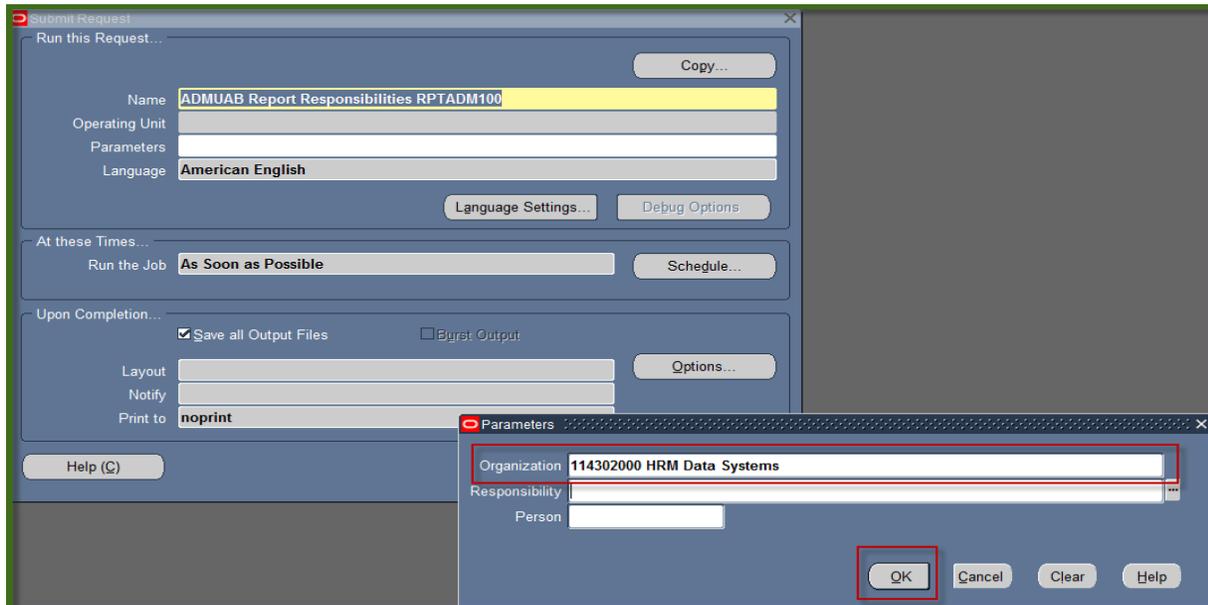
1. In the Name field, click on the **LOV** to select the **ADMUAB Report Responsibilities RPTADM100**, and then click on **OK** button. ADMUAB Report Responsibilities RPTADM100 is now populating the NAME field of the Submit request form. The Parameters window will open which has three options: **Organization, Responsibility, and Person**. Select the option(s) in to run the report.



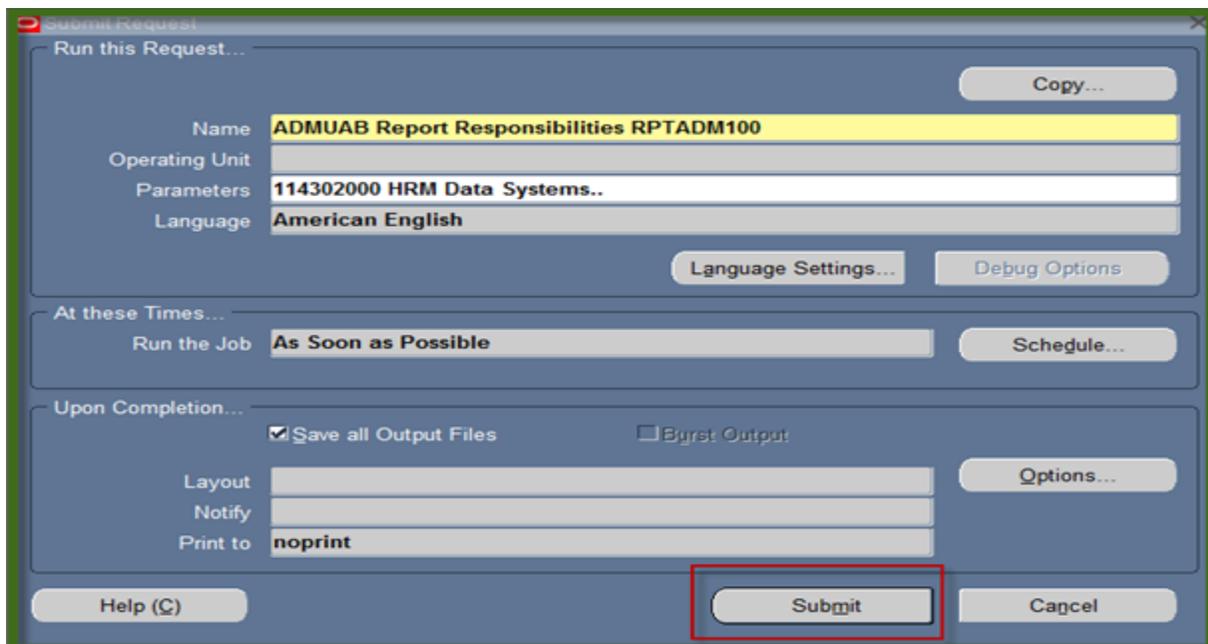
# ADMUAB Report Responsibilities

## Responsibilities by Organization Parameter

2. In the Parameter window click on the **LOV** button in the Organization field. Select the Organization and click on the **OK** button.



3. Click once on the **SUBMIT** button in the bottom, right-hand portion of the screen.



# ADMUAB Report Responsibilities

Once the report request is submitted, the report request status screen will appear.



Notice that 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 **Normal** and **Error**. The final field is the **PARAMETERS** field and lists the subsetting parameters applied to this report request before submission.

- When the **Phase** field shows **Completed**, click on the **VIEW OUTPUT** button at the bottom of the screen to view the report.



You should see something that resembles the screen shot shown below, which is a list of employees' affiliated with org 114302000 HRM Data Systems and the responsibilities these employees have in Oracle, as well as start date and end date. The report lists the **Person ID** (an Oracle generated number that is not useful for End Users), **Employee Full Name**, **Employee Number**, and **Blazer ID**.

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RUN:      11-MAY-15 03:22:50          UNIVERSITY OF ALABAMA AT BIRMINGHAM          PAGE 2 OF 4
PGM:      RPT.ADM.100

              Responsibilities by Org by Person
              Grouped by Organization

Organization  114302000 HRM Data Systems

Person Id      Full Name      Employee Number  Blazer ID
22613          Hooper, David M  1022161          DMHOOPER

Responsibility      Start Date      End Date
UAB Self Service Views      11 JUL 2007      31 DEC 4712

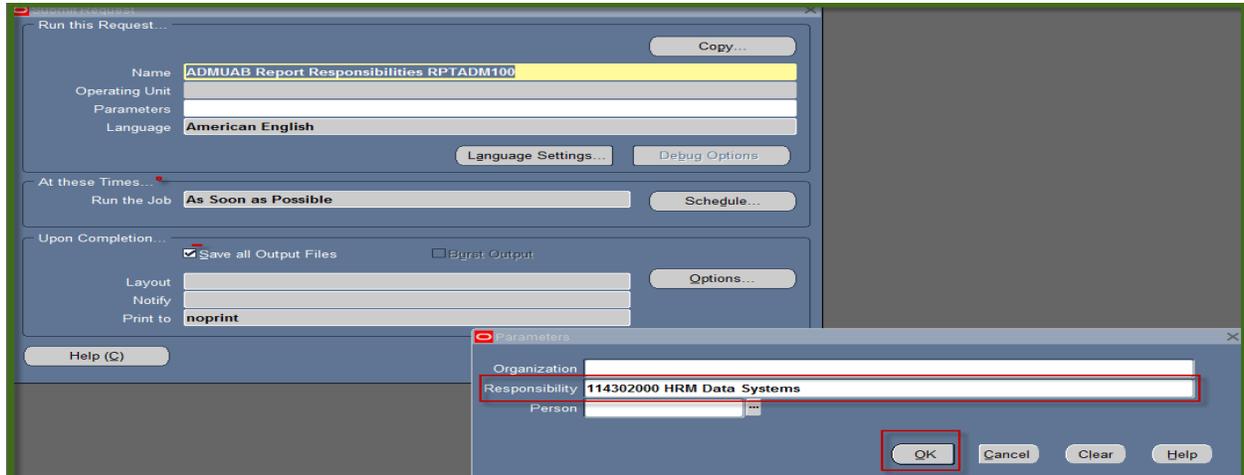
Person Id      Full Name      Employee Number  Blazer ID
33340          Ponder, Anthony L  1030592          APONDER

Responsibility      Start Date      End Date
UAB Self Service Applications      30 NOV 2004      31 DEC 4712
UAB Effort Report User      30 NOV 2004      31 DEC 4712
UAB AP End User      30 NOV 2004      31 DEC 4712
UAB FN Document Entry/Approval      30 NOV 2004      31 DEC 4712
UAB HR Central Report Query      30 NOV 2006
UAB Sunflower Custom Reports      18 OCT 2006      31 DEC 4712
UAB View Output/Log Other Users Requests      15 JUL 2014
    
```

# ADMUAB Report Responsibilities

## Responsibilities by Responsibility Parameter

- In the Parameter window click on the **LOV** button in the Responsibility field. Select a **Responsibility** and click the **OK** button.



You should see something that resembles the report shown below, which is a list of employees with a specific responsibility. The report has the same format and the same fields as the responsibility report by Organization shown above. The only responsibility listed is the one requested (114503000 HRM Records Administration).

```

RUN:      11-MAY-15 03:57:46          UNIVERSITY OF ALABAMA AT BIRMINGHAM          PAGE 1 OF 1
PGM:      RPT.ADM.100

                                Responsibilities by Org by Person
                                Grouped by Organization

Organization  114300000 HRM Organizational Learning & Development

  Person Id   Full Name           Employee Number   Blazer ID
  175338      Howard, Andreal L.   1054701          ALHOWARD

  Responsibility           Start Date   End Date
  114503000 HRM Records Administration   26 MAR 2014

Organization  114503000 HRM Records Administration

  Person Id   Full Name           Employee Number   Blazer ID
  19662      Clemon, Anita N     1019210          ACLEMON

  Responsibility           Start Date   End Date
  114503000 HRM Records Administration   21 JAN 2004

  Person Id   Full Name           Employee Number   Blazer ID
  18914      Thompson, Geneva R   1018462          GSISSON

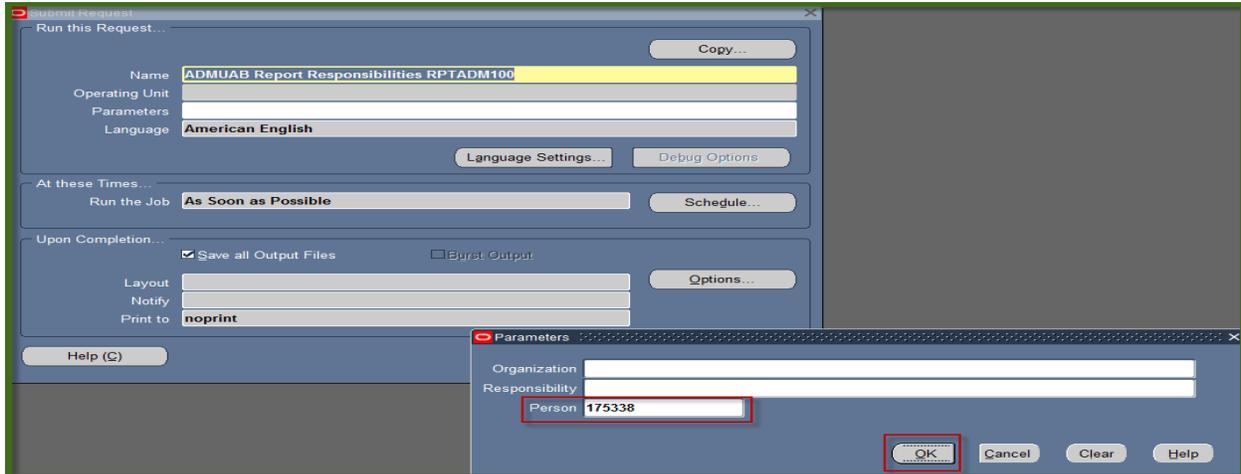
  Responsibility           Start Date   End Date
  114503000 HRM Records Administration   21 MAY 2010
    
```

Updated 14-MAY-2015

# ADMUAB Report Responsibilities

## Responsibilities by *Person* Parameter

- In the Parameter window click on the **LOV** button in the Responsibility field. Select the **Person** and click the **OK** button.



You should see something that resembles the report shown below, which is a list of responsibilities for one individual. The report has the same format and the same fields as the responsibility reports shown above. The Organization listed is the affiliation Organization (114300000 HRM Organizational Learning & Development) of the employee.

## [RETURN TO TOP](#)

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RUN:      11-MAY-15 04:11:06          UNIVERSITY OF ALABAMA AT BIRMINGHAM          PAGE 1 OF 1
PGM:      RPT.ADM.100

                                Responsibilities by Org by Person
                                Grouped by Organization

Organization  114300000 HRM Organizational Learning & Development

Person Id      Full Name          Employee Number    Blazer ID
175338        Howard, Andreal L.  1054701           ALHOWARD

Responsibility      Start Date    End Date
UAB Self Service Applications  12 MAY 2010  31 DEC 4712
UAB TEL              12 MAY 2010  31 DEC 4712
UAB Effort Report User  06 JAN 2014  31 DEC 4712
UAB AP End User       30 AUG 2010  31 DEC 4712
114503000 HRM Records Administration  26 MAR 2014
UAB FN Document Entry/Approval  30 AUG 2010  31 DEC 4712
UAB HR Central Query--HR Trainer  06 JAN 2014
UAB Sunflower Custom Reports  30 AUG 2010  31 DEC 4712
    
```