

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 employees/trainees with active non-exempt secondary assignments. Assignment detail and supervisor information, for each active assignment, is included on the report.

This report is designed to assist Timekeepers in identifying employees/trainees with active non-exempt 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 Timekeeper 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 Timekeeper > Biweekly Timesheet > TEL

1. Click on the **TEL** menu option from the **ORACLE APPLICATIONS HOME PAGE** to launch the Java Applet.



UAB E-Business Suite

Oracle Applications Home Page

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

Navigator

- 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-Timekeeper

- Biweekly Accruals
- Biweekly Timesheets**
 - TEL
- UAB Workflow**
 - WAM--Approval Paths
 - Personal Worklist
 - UAB Document Locator

2. Once the **FIND TEL FORM** opens, click on “X” to close the window.

Find: TEL Form

By Person

Document #

Full Name

Employee Number

Social Security No (xxx-xx-xxxx)

Begin Search Date **21-SEP-2015**

By Organization

Organization

Active Only

Clear Document Inquiry

A window similar to the one below should display.

File Edit View Folder Tools Window Help

Navigator - 311401800-Timekeeper

Functions Documents

Biweekly Timesheets: TEL

- Biweekly Timesheets

TEL

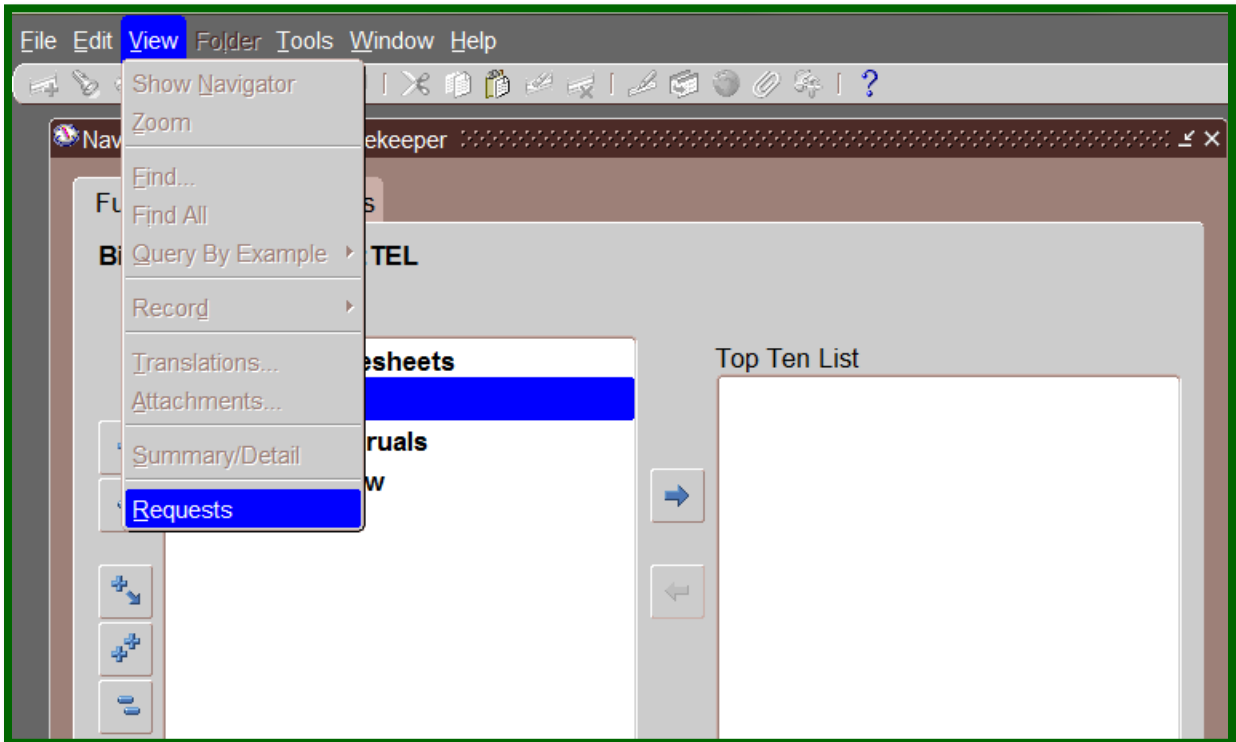
+ Biweekly Accruals

+ UAB Workflow

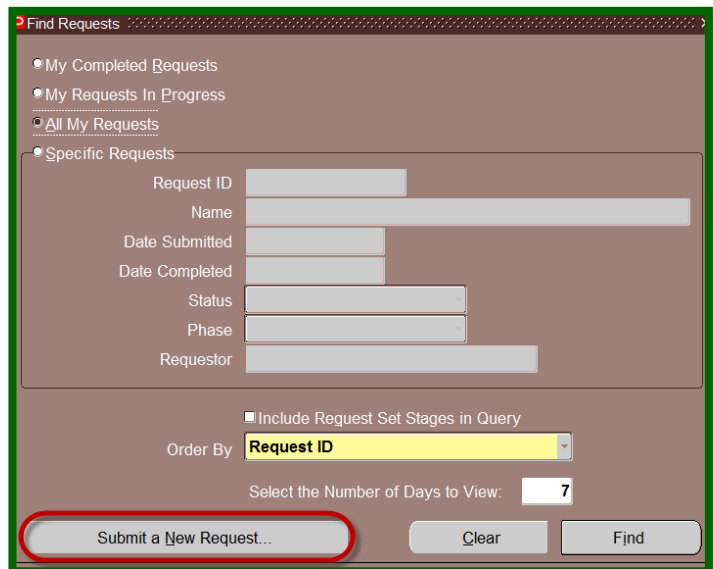
Top Ten List

Open

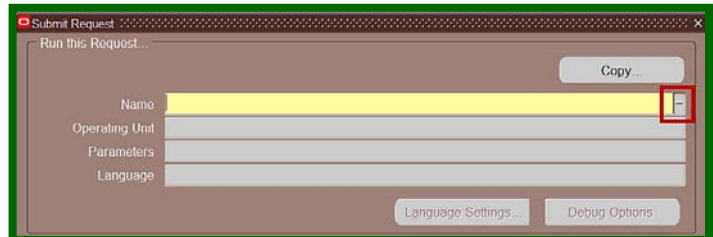
3. Click on **VIEW** located in the window toolbar, then click on **REQUESTS**.



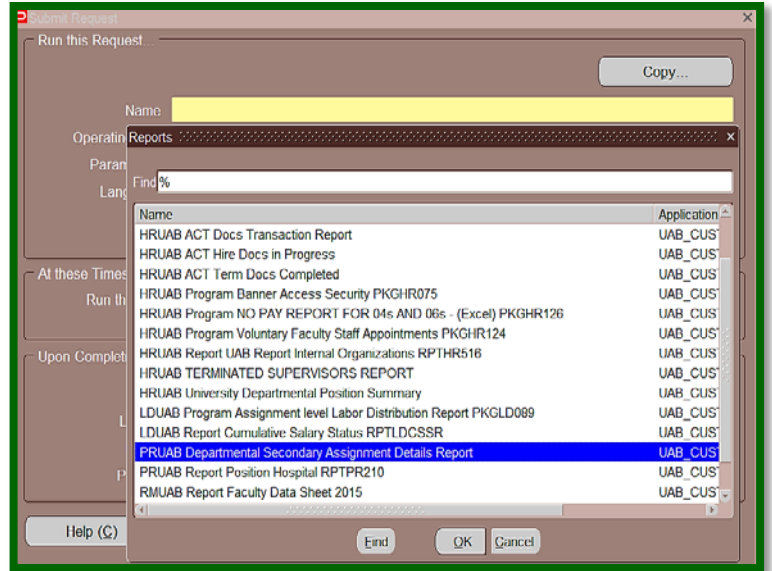
4. The **FIND REQUESTS** window opens. Click on **SUBMIT A NEW REQUEST**.



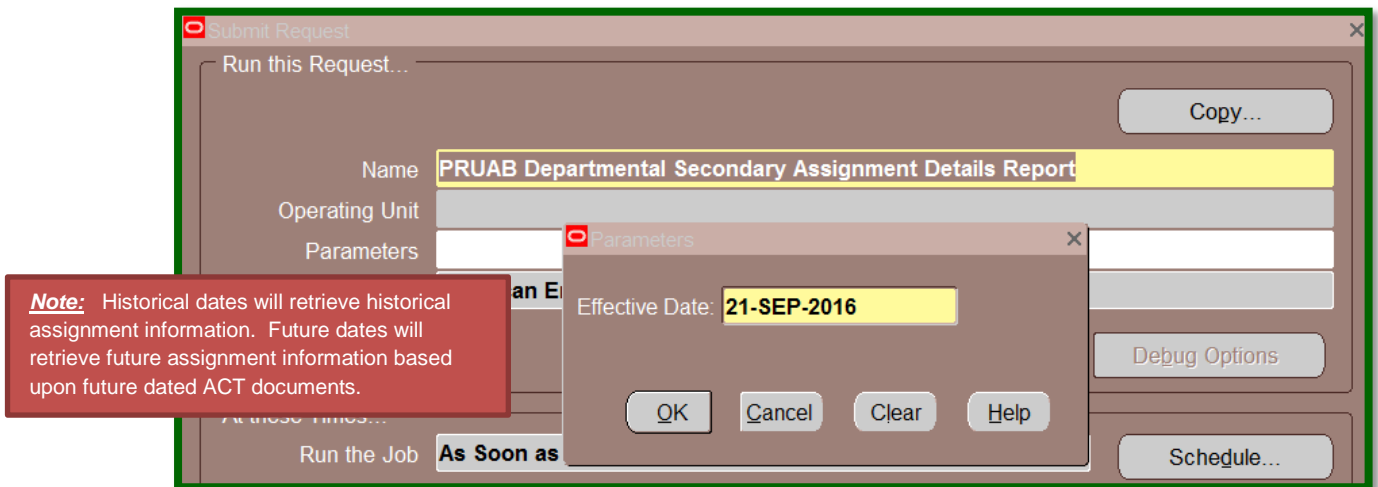
5. From the **SUBMIT REQUEST** form, click on the **NAME LOV**.



- 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.

Submit Request

Run this Request... Copy...

Name: **PRUAB Departmental Secondary Assignment Details Report**

Operating Unit: _____

Parameters: **21-SEP-2016**

Language: **American English** Language Settings... Debug Options

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

Upon Completion... Save all Output Files Burst Output

Layout: _____ Options...

Notify: _____

Print to: **noprint**

Help (C) Submit Cancel

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

Requests

Refresh Data Find Requests Submit a New Request...

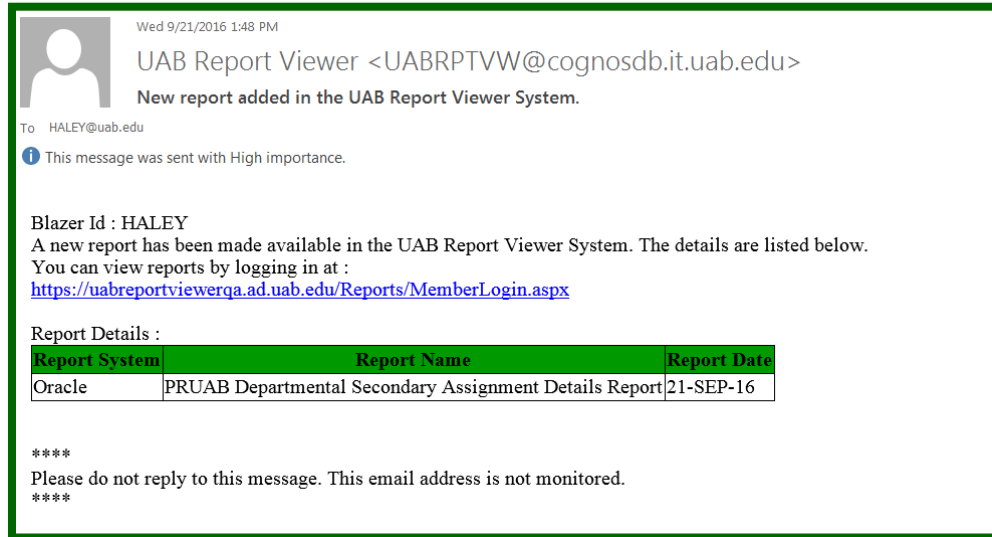
Request ID	Name	Parent	Phase	Status	Parameters
83656122	PRUAB Departmental Sec		Pending	Normal	2016/09/21 00:00:00
83655763	PRUAB Departmental Sec		Completed	Normal	2016/09/20 00:00:00
83655432	PRUAB Departmental Sec		Completed	Normal	2016/09/19 00:00:00
83655430	PRUAB Departmental Sec		Completed	Normal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

Hold Request View Details... View Output

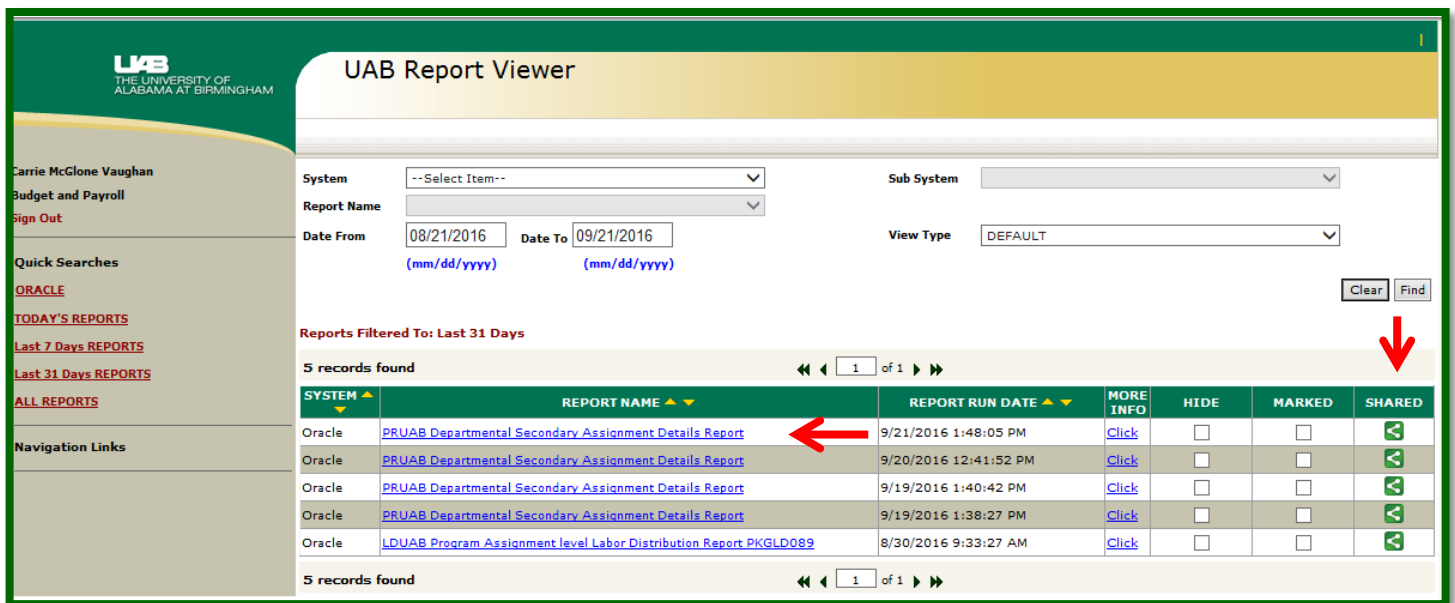
Cancel Request Diagnostics View Log...

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.)



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.



EMPLOYEE_NUMBER	ASSN_PRIMARY_SEC	ASSN_NUMBER	EMPLOYEE_NAME	ASSN_CATEGORY	JOB_NAME	ORGANIZATION	PAYROLL_NAME	SUPERVISOR NAME	SUPERVISOR ASSN NUM	SUPERVISOR EMAIL	TEL REPORTING METHOD
1111511	Y	1111511	Example, One	01 Regular FT	AC100N1.ADMIN ASSOCIATE	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1111511	N	1111511-2	Example, One	04 Irregular	AC100N1.ADMIN ASSOCIATE	310000000 School of Medicine Dean's Office	Biweekly			workflow@uab.edu	TEL
1112351	N	1112351-4	Example, Two	04 Irregular	Z01H003.CONSULTANT-H	311401800 Med - Preventive Medicine	Biweekly			workflow@uab.edu	TEL
1112351	Y	1112351-2	Example, Two	04 Irregular	Z01H003.CONSULTANT-H	379000000 Biostatistics	Biweekly			workflow@uab.edu	TEL
1112452	N	1112452-2	Example, Three	03 Regular PT	RL118N1.Research Interviewer	311401800 Med - Preventive Medicine	Biweekly			workflow@uab.edu	TEL
1112452	Y	1112452	Example, Three	03 Regular PT	RL118N1.Research Interviewer	310008400 Comprehensive Cancer Center	Biweekly			workflow@uab.edu	TEL
1114387	N	1114387-6	Example, Four	04 Irregular	CG208N0.Data Processing Spec I	311300000 Family & Community Medicine Chair Office	Biweekly			workflow@uab.edu	TEL
1114387	Y	1114387	Example, Four	03 Regular PT	CG208N0.Data Processing Spec I	311402800 Med - Pulmonary/Allergy/Critical Care	Biweekly			workflow@uab.edu	TEL
1112144	N	1112144-3	Example, Five	03 Regular PT	AA309N1.Program Coord I	311401800 Med - Preventive Medicine	Biweekly			workflow@uab.edu	TEL
1112144	Y	1112144	Example, Five	03 Regular PT	RL118N1.Research Interviewer	310008400 Comprehensive Cancer Center	Biweekly			workflow@uab.edu	TEL
1157227	Y	1157227-3	Example, Six	46 Trainee	ZZZ8.Graduate Student Trainee	311401800 Med - Preventive Medicine	Trainee			workflow@uab.edu	
1157227	N	1157227-4	Example, Six	06 Student	B845.Student Asst	481700000 Social Work	Biweekly			workflow@uab.edu	TEL
1165187	Y	1165187	Example, Seven	06 Student	M830.Graduate Research Assistant	481600000 Psychology	Monthly			workflow@uab.edu	
1165187	N	1165187-3	Example, Seven	06 Student	B845.Student Asst	311401800 Med - Preventive Medicine	Biweekly			workflow@uab.edu	TEL
1171116	N	1171116-2	Example, Eight	04 Irregular	MPNE.Intern	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1171116	Y	1171116	Example, Eight	11 Federal Work Study	OTEN.Student Asst/Work Study	311654400 Ped - Rehabilitation Medicine	Biweekly			workflow@uab.edu	TEL
1175818	N	1175818-2	Example, Nine	06 Student	MPNE.Intern	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1175818	Y	1175818	Example, Nine	04 Irregular	RL122N0.Research Technician	310008400 Comprehensive Cancer Center	Biweekly			workflow@uab.edu	TEL
1177792	Y	1177792	Example, Ten	04 Irregular	MPNE.Intern	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1177792	N	1177792-2	Example, Ten	06 Student	B846.Student Housing Resident Asst	143001000 Student Housing & Residential Life	Biweekly			workflow@uab.edu	TEL
1179257	N	1179257-3	Example, Eleven	06 Student	B845.Student Asst	311401800 Med - Preventive Medicine	Biweekly			workflow@uab.edu	TEL
1179257	Y	1179257	Example, Eleven	46 Trainee	ZZZ8.Graduate Student Trainee	370001000 Public Health Student & Academic Affairs	Trainee			workflow@uab.edu	
1179257	N	1179257-2	Example, Eleven	46 Trainee	ZM110N0.Division Occasional Award	379600000 Epidemiology	Biweekly			workflow@uab.edu	NA
1179414	Y	1179414	Example, Twelve	46 Trainee	ZZZ8.Graduate Student Trainee	370001000 Public Health Student & Academic Affairs	Trainee			workflow@uab.edu	
1179414	N	1179414-2	Example, Twelve	06 Student	B845.Student Asst	311401800 Med - Preventive Medicine	Biweekly			workflow@uab.edu	TEL
1179414	N	1179414-3	Example, Twelve	46 Trainee	ZM110N0.Division Occasional Award	379600000 Epidemiology	Biweekly			workflow@uab.edu	NA
1179946	N	1179946-3	Example, Thirteen	06 Student	B845.Student Asst	143002000 Hill Student Center	Biweekly			workflow@uab.edu	TEL
1179946	N	1179946-2	Example, Thirteen	04 Irregular	MPNE.Intern	311401800 Med - Preventive Medicine	Monthly			workflow@uab.edu	
1179946	Y	1179946	Example, Thirteen	11 Federal Work Study	OTEN.Student Asst/Work Study	141004000 Career & Professional Development	Biweekly			workflow@uab.edu	TEL