

View Effort Reports (Beginning April 2013)

Employees may view and track their effort reports dated April 2013 and after, utilizing the Oracle Administrative Systems **UAB Effort Report User** responsibility.

UAB Effort Report User → **View Effort Reports (Beginning April 2013)** – restricted to individual

The **Effort Report Search Page** will display.

The scope of the search results is dependent on the search criteria you enter. The fields available for search criteria are defined below. **NOTE: Under the responsibility, UAB Effort Report User, the requestor may view only their personal effort reports.**

Document Number

To search for a specific document, you may enter the document number in the **Document Number** field.

Effort Report Year

You may search using the **Effort Report Year** field to limit results to a specific year. The year must be entered manually and ***must be 2013 or later.***

Workflow Status

- ACCEPTED
- CANCELED
- CERTIFIED
- COST X-FER
- DECERTIFIED
- GCA
- INVALID
- NEW
- ON HOLD
- ORC
- REJECTED

You may elect to query effort reports according to the status of the document by using the **Workflow Status** field.

Clicking on the drop down arrow in the **Workflow Status** field displays a list of available statuses. For more explanation on the definition of each status, [click here](#).

Quarter Start Date 

To locate the current period effort report, enter the period start date in the **Period Start Date** field (*example: 01-OCT-2016*).

Search = Displays results in the **Effort Report Details** section.


Clear = Clears entire form

To view a specific effort report, click on the [Approved Effort.pdf](#) hyperlink.

To determine the worklist location of the current period effort report, click on the [Log](#) hyperlink.

Effort Report Search Page:

Employee Name
 Employee Number
 Primary Organization
 Document Number

Effort Report Year
 Workflow Status
 Quarter Start Date 

Filters

Show only Active Efforts
 Show only Latest Versions

Effort Report Details

Document Number	Employee Name	Employee Number	Primary Organization	Start Date	End Date	Effort Report	Status	Log
1093706	McGlone, Carrie	1001086	113800000 Budget	01-APR-2014	30-JUN-2014	Approved Effort Report.pdf	NEW	Log

Home Logout