# HRUAB REPORT Internal Organizations

The **UAB INTERNAL ORGANIZATION REPORT** is a listing of all internal organizations by **Name**, **Organization Number**, **HR Contact** and **Phone Number**, **DEO** and **DEO Phone Number**. This report is available under the **UAB HR Officer responsibility** and can be generated on an as needed basis.

This report is viewable through requestors **UAB View Output** in PDF format.

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

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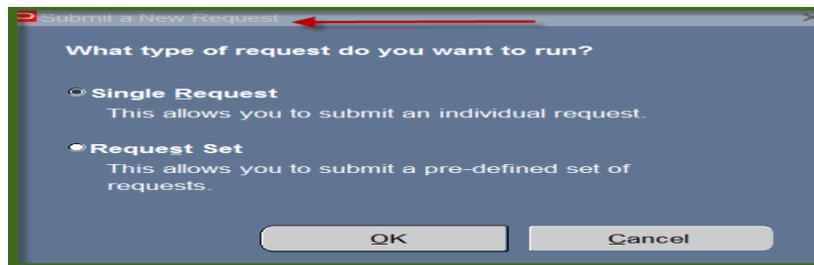
1.   From the **SUBMIT REQUEST** form click on the **NAME LOV**.
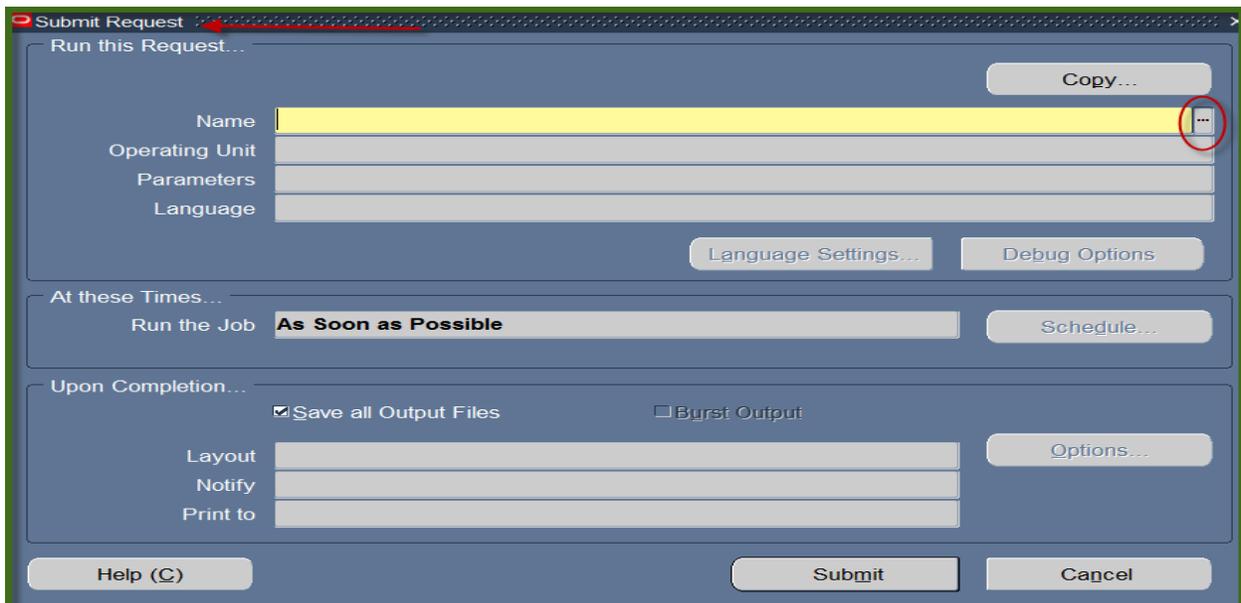
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2. Choose the **HRUAB REPORT UAB REPORT INTERNAL ORGANIZATIONS RPTHR516,** and then click the **OK** button.
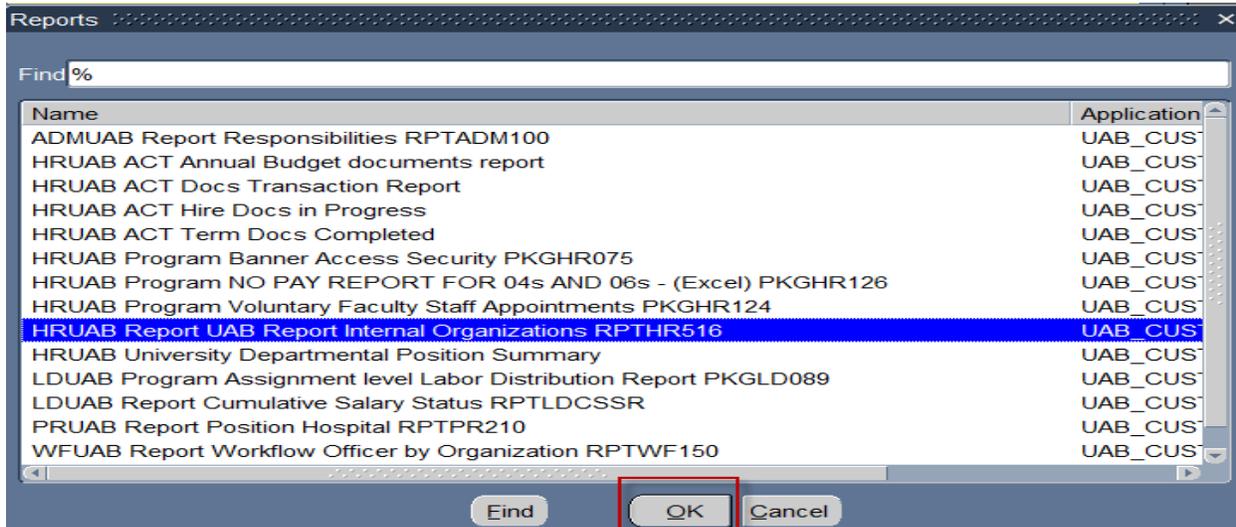
3. The **Name** Field of the **Submit Request** window populates. Click on the **Submit** button.
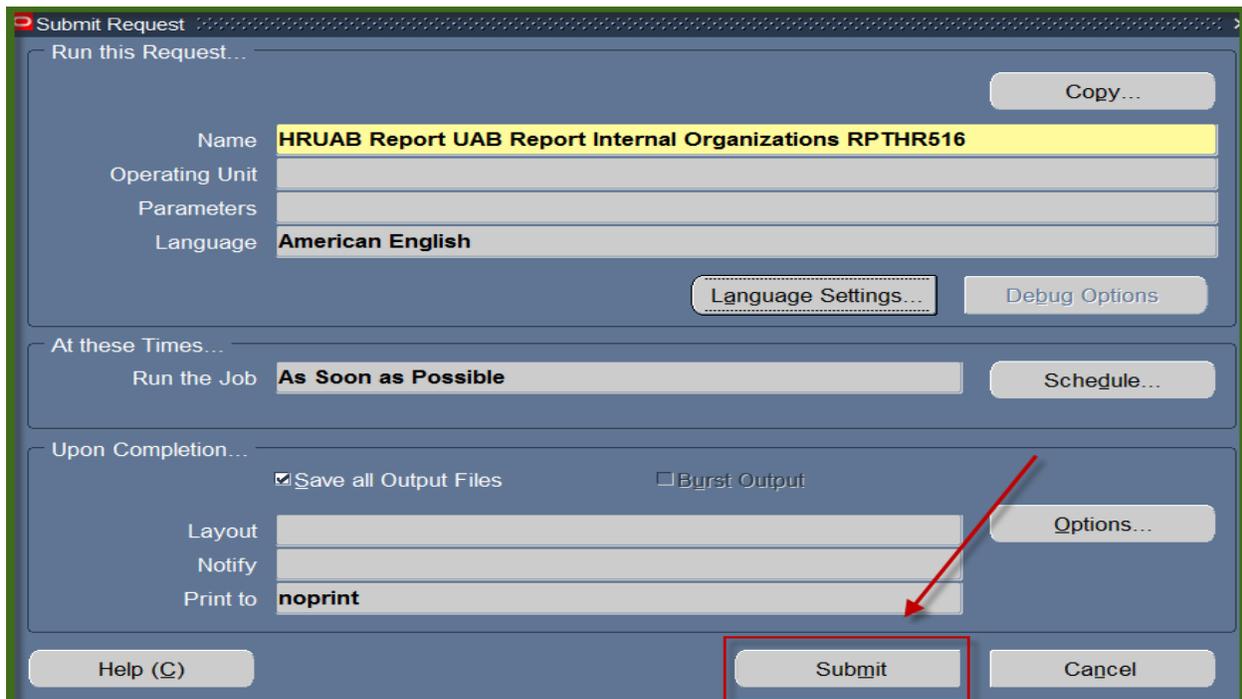
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4. The following caution window will display; click **OK**.
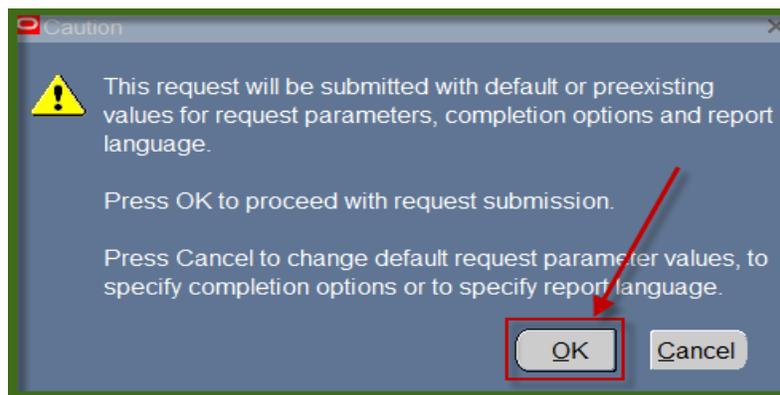
5. The **Request** window opens.

    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 subsetted parameters applied to this report request before submission.
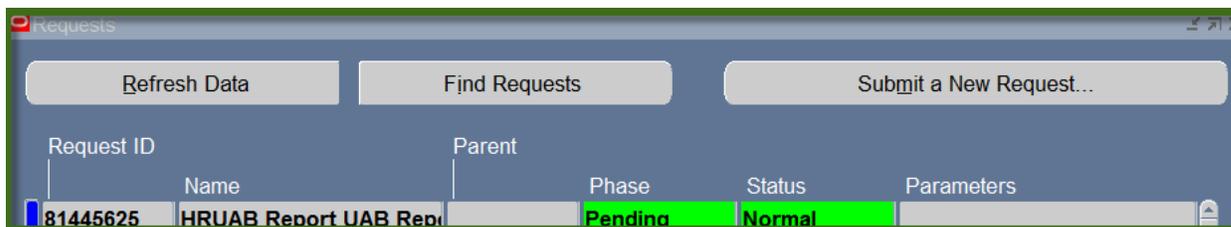
6. When the **Phase** Field shows **Completed**, click on the **View Output** button at the buttom of the screen to view the report.
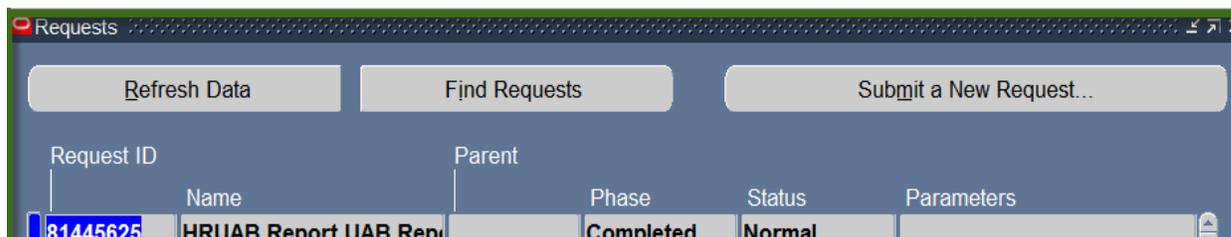
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7.   You should see something that resembles that resembles the report shown below.

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RUN:   15-MAY-15 08:40:48                    UNIVERSITY OF ALABAMA AT BIRMINGHAM                              PAGE 8 OF 36

PGM:   RPT.HR.516                                UAB Internal Organization Report


Organization                             Univ/Hosp   Org                      Org Contact      Deo                      Deo
Name                                     Ext         Contact                  Phone                                     Phone
200003000 e-Learning & Prof Studies      Univ        Bidez, Martha Warren     (205) 934-2643   Bivens, Phillip          (205) 934-8202
200005000 Academic Programs Information Technology  Univ  Bivens, Phillip      (205) 934-8202   Bivens, Phillip          (205) 934-8202
200007000 Visual Media Group             Univ        Bivens, Phillip          (205) 934-8202   Bivens, Phillip          (205) 934-8202
200008000 LRC (Org Ret)                  Univ        Talbot, Melanie L        (205) 934-9948   Bivens, Phillip          (205) 934-8202
202000000 Office Assoc Provost Admin & Fin (Org Ret)  Univ  Bivens, Phillip    (205) 934-8202   Bivens, Phillip          (205) 934-8202
203000000 Office of VP Research (Org Ret)  Univ      Crutchfield, Timothy H   (205) 934-4211   Crutchfield, Timothy H   (205) 934-4211
203100000 Animal Res Prgm (Org Ret)      Univ        Crutchfield, Timothy H   (205) 934-4211   Crutchfield, Timothy H   (205) 934-4211
203200000 Grants Contr Admn (Org Ret)    Univ        Stedman, Lynn            (205) 975-8169   Crutchfield, Timothy H   (205) 934-4211
203300000 Office IRB Human Use (Org Ret)  Univ       Moore, Sheila Deters     (205) 934-3789   Crutchfield, Timothy H   (205) 934-4211
203400000 Office Conflict Int Rev Bd (Org Ret)  Univ  Crutchfield, Timothy H   (205) 934-4211   Crutchfield, Timothy H   (205) 934-4211
203500000 OADI (Org Ret)                 Univ        Crutchfield, Timothy H   (205) 934-4211   Crutchfield, Timothy H   (205) 934-4211
203600000 Office of Postdoc Educ (Org Ret)  Univ     Johnston, Sharon T       (205) 975-7020   Crutchfield, Timothy H   (205) 934-4211
203700000 Inst Animal Care Use Comm (Org Ret)  Univ  Crutchfield, Timothy H   (205) 934-4211   Crutchfield, Timothy H   (205) 934-4211
203800000 Clin Trials Office (Org Ret)   Univ        Crutchfield, Timothy H   (205) 934-4211   Crutchfield, Timothy H   (205) 934-4211
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