

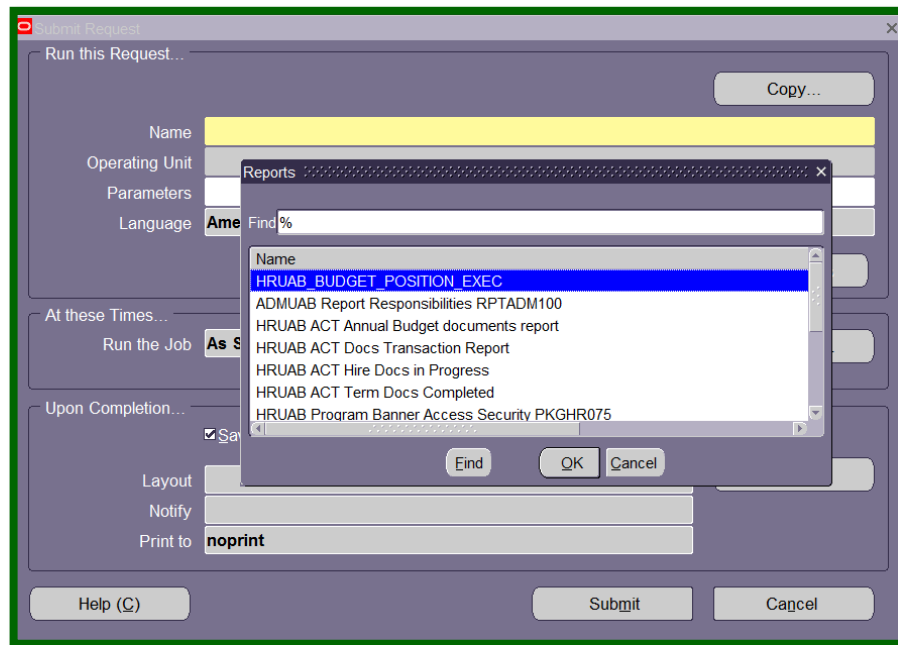
HRUAB Budget Position Exec Report

The **HRUAB BUDGET POSITION EXEC REPORT** is designed to be used by **University or Hospital Organizations to assist with position control, cleanup and reconciliation**. The **HRUAB BUDGET POSITION EXEC REPORT** provides a listing of all positions in the Oracle HR Administrative System as of the date the report is generated. Report Includes all positions with a Status Description of: Active, Frozen or Eliminated – Final Close.

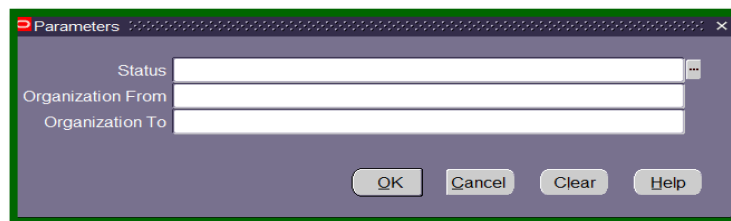
The **HRUAB BUDGET POSITION EXEC REPORT** is available under the **UAB HR Officer responsibility** and can be generated on an as needed basis. The report is delivered to the UAB Report Viewer as an Excel file for simple formatting.

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

1. Select **HRUAB UNIVERSITY DEPARTMENT POSITION SUMMARY** from the LOV and click **OK**.



2. The **PARAMETER** box displays; enter parameters as needed.



STATUS: filters report data based upon position a specific position status. (Active, Frozen, Eliminated-Final Close) .

ORGANIZATION FROM and **ORGANIZATION TO:** filters report data based upon a specific organization or organization range.

Note: It is highly recommended this report be submitted using parameters. This report is an “Open” report and parameters will help to filter data for a specific status or organization code/range.

3. Once desired parameters have been entered, click on **OK** to proceed with generating the report, or **CLEAR** to re-enter parameters.

The **SUBMIT REQUEST** now displays the report name and entered parameters.

Submit Request

Run this Request... Copy...

Name **HRUAB_BUDGET_POSITION_EXEC**

Operating Unit

Parameters **:310000000 School of Medicine Dean's Office:312001400 MD/PhD Program**

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...

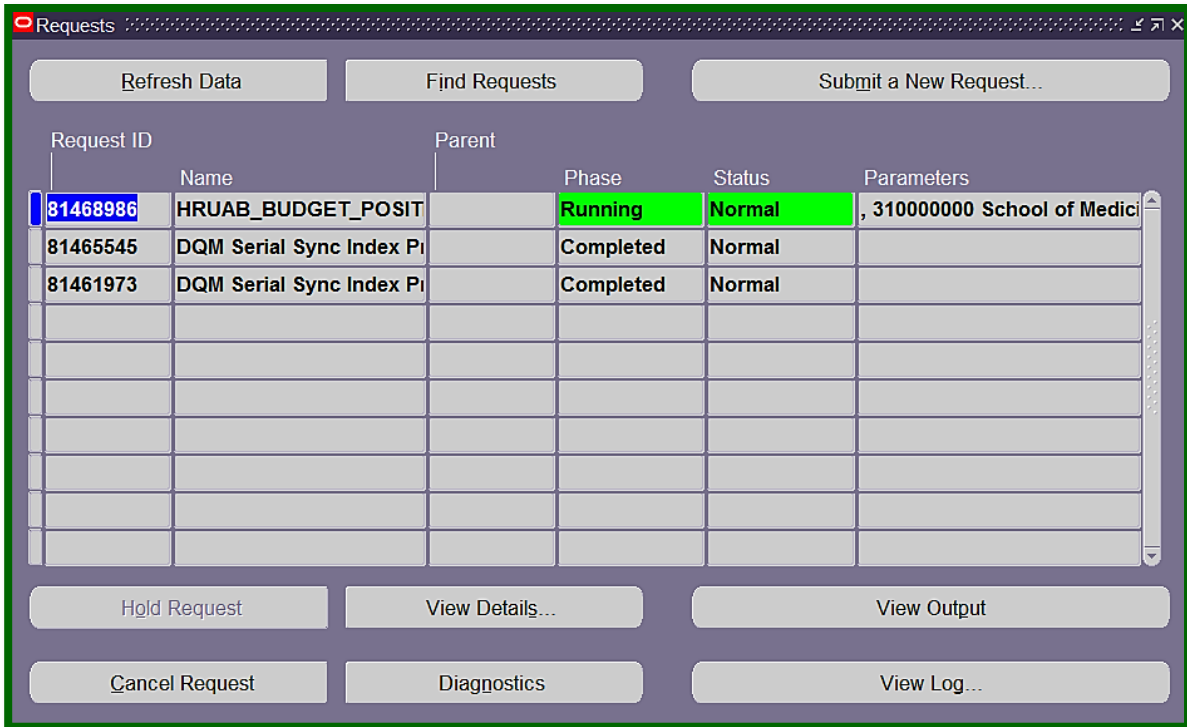
Notify

Print to **noprint**

Help (C) Submit Cancel

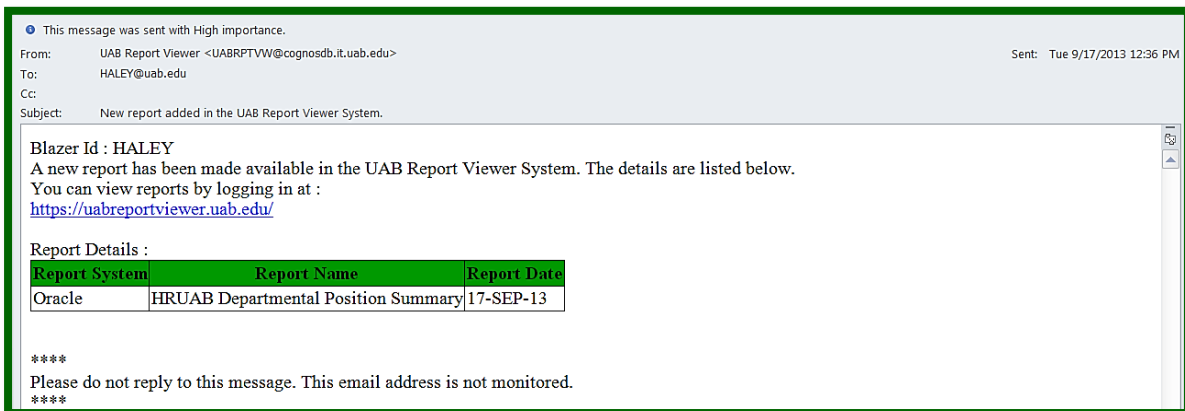
4. Click on the **SUBMIT** button.

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



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).

UAB
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Carrie McGlone Vaughan
Budget and Payroll
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System: --Select Item-- Sub System: []
Report Name: []
Date From: 05/12/2015 Date To: 06/12/2015 View Type: DEFAULT
(mm/dd/yyyy) (mm/dd/yyyy) [Clear] [Find]

Reports Filtered To: Last 31 Days
1 records found

SYSTEM	REPORT NAME	REPORT RUN DATE	MORE INFO	HIDE	MARKED	SHARED
Oracle	Position Budget Report	6/12/2015 9:58:53 AM	Click	<input type="checkbox"/>	<input type="checkbox"/>	

1 records found

To view a sample report which includes a brief narrative of each column, scroll down to next page.

	A	B	C	D	E	F
1	Report Run Date: 19-JAN-16					
2	Organization From: 311800000 Physical Medicine & Rehabilitation	← Parameters				
3	Organization To: 311800000 Physical Medicine & Rehabilitation					
4	Status: ALL					
5	?	?	?	?	?	?
6	POSITION	POSITION START DATE	PROPOSED END DATE	EFFECTIVE START DATE	EFFECTIVE END DATE	LAST UPDATE DATE
7	311800000.00001.031001	21-Sep-03		21-Feb-12	31-Dec-12	21-Feb-12
8	311800000.00002.031001.	21-Sep-03		1-Jan-07	31-Dec-12	9-Sep-13
9	311800000.00003.040613.	13-Jun-04		1-Jan-06	31-Dec-12	9-Sep-13
10	311800000.00004.060731.	31-Jul-06		3-Oct-13	31-Dec-12	3-Oct-13
11	311800000.00004.060801	1-Aug-06		2-Aug-06	31-Dec-12	9-Aug-06
12	311800000.00099.131002.	2-Oct-13		2-Oct-13	31-Dec-12	2-Oct-13
13	311800000.00102.031001	21-Sep-03		21-Sep-03	31-Dec-12	27-Feb-04
14	311800000.00199.140801.	1-Aug-14		1-Aug-14	31-Dec-12	17-Sep-14
15	311800000.00299.141001.	1-Oct-14		1-Oct-14	31-Dec-12	15-Oct-14
16	311800000.00301.031001.	21-Sep-03		8-Oct-13	31-Dec-12	8-Oct-13
17	311800000.00302.031001	21-Sep-03	21-Jun-06	21-Jun-06	31-Dec-12	21-Jun-06
18	311800000.00302.031201.	1-Dec-03		3-Oct-13	31-Dec-12	3-Oct-13

	G	H	I	J	K	L	M	N	O
1									
2									
3									
4									
5		?	?	?	?	?		?	?
6	FTE	SEASONAL FLAG	PERMANENT FLAG	JOB NAME	ORGANIZATION NAME	STATUS DESCR	COMMENTS	OCCUPANCY	DATE_LAST_OCCUPIED
7	1	Y	N	0845.Resident Trainee	311800000 Physical Medicine & Rehabilitation	Eliminated - Final Close		VACANT	
8	1	Y	N	ZZZ9.Postdoctoral Trainee	311800000 Physical Medicine & Rehabilitation	Eliminated - Final Close		VACANT	31-Jul-06
9		Y	N	ZZZ8.Graduate Student Trainee	311800000 Physical Medicine & Rehabilitation	Eliminated - Final Close		VACANT	31-Aug-05
10		Y	N	M826.Postdoctoral Fellow	311800000 Physical Medicine & Rehabilitation	Eliminated - Final Close		VACANT	2-Oct-13
11		Y	N	ZZZ9.Postdoctoral Trainee	311800000 Physical Medicine & Rehabilitation	Eliminated - Final Close	Established per Shirley Spain	VACANT	
12	0	Y	N	M826.Postdoctoral Fellow	311800000 Physical Medicine & Rehabilitation	Active		OCCUPIED	
13	1	N	Y	0125.Prof/Chairman	311800000 Physical Medicine & Rehabilitation	Active		OCCUPIED	
14		Y	N	CG201N3.OFFICE SVCS SPECIALIST III	311800000 Physical Medicine & Rehabilitation	Active		VACANT	30-Jan-15
15		Y	N	RL121N0.Research Specialist	311800000 Physical Medicine & Rehabilitation	Active		VACANT	17-Jul-15
16	1	N	Y	AA314E0.Asst To Chair	311800000 Physical Medicine & Rehabilitation	Eliminated - Final Close		VACANT	
17	1	N	Y	AA314E0.Asst To Chair	311800000 Physical Medicine & Rehabilitation	Eliminated - Final Close		VACANT	31-Oct-03
18		Y	N	AG204E0.Consultant	311800000 Physical Medicine & Rehabilitation	Eliminated - Final Close		VACANT	2-Oct-13

**Questions pertaining to the running of the report, please email: instructeam@uab.edu.
 Questions pertaining to report data or contents, please email budgetadmin@uab.edu.**