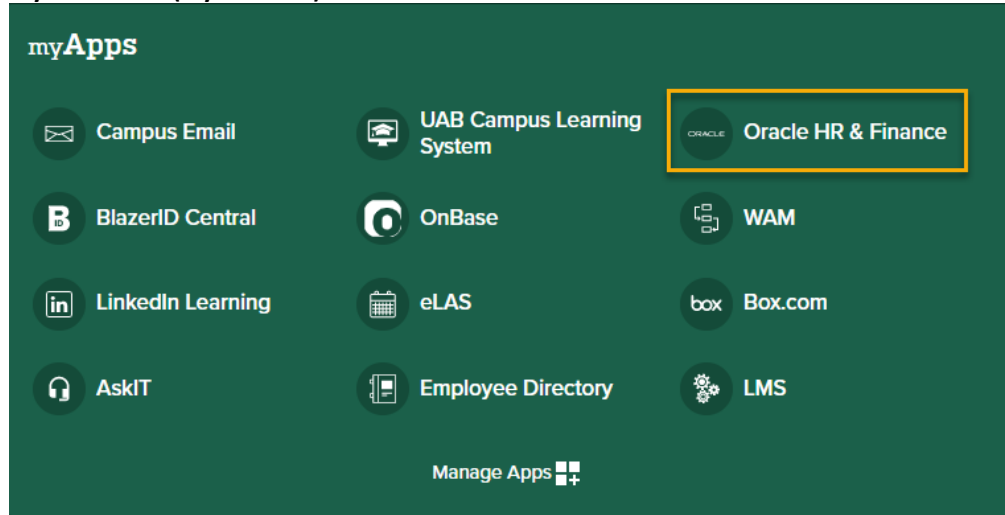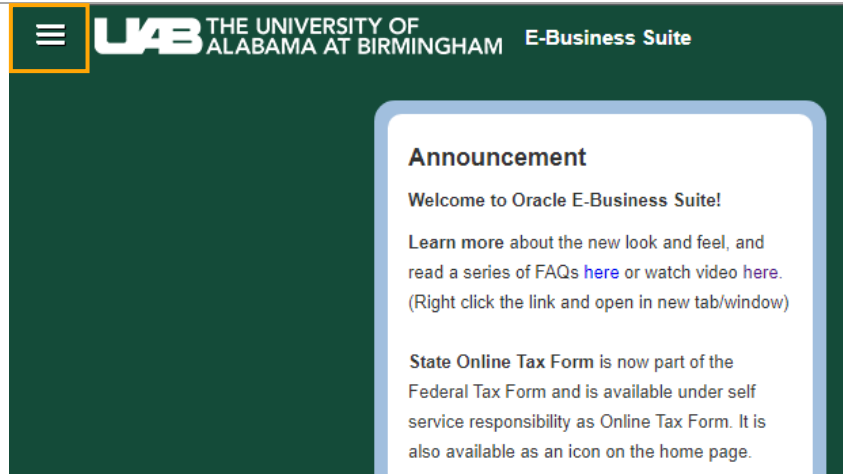|	
Log in to **Oracle HR & Finance** • Navigate to **myUAB** • Locate and click **Oracle HR & Finance**	**myUAB Portal (my.uab.edu)** myApps Campus Email — UAB Campus Learning System — **Oracle HR & Finance** BlazerID Central — OnBase — WAM LinkedIn Learning — eLAS — Box.com AskIT — Employee Directory — LMS Manage Apps
Open the **Oracle Navigator** • Click on the **3-lined "hamburger" icon** in the top left corner	☰ **UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM** E-Business Suite **Announcement** Welcome to Oracle E-Business Suite! Learn more about the new look and feel, and read a series of FAQs here or watch video here. (Right click the link and open in new tab/window) **State Online Tax Form** is now part of the Federal Tax Form and is available under self service responsibility as Online Tax Form. It is also available as an icon on the home page.

Navigate to Payroll Information Extract (PIE) via your HR Responsibility
- Click on the appropriate **HR responsibility**
- Select **HR Data Views**
- Select **Payroll Information Extract (PIE)**
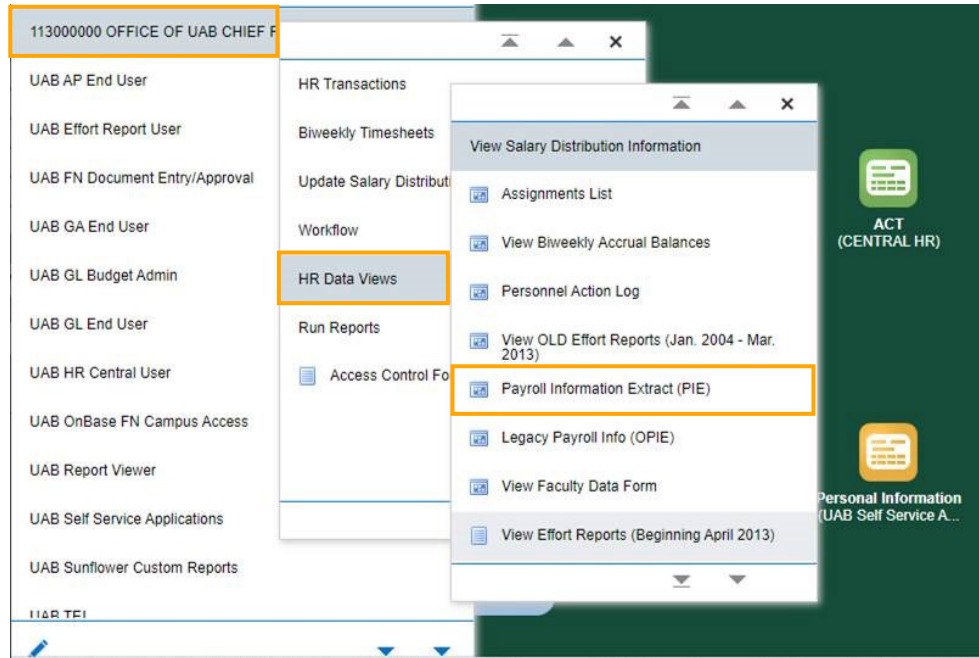
The Payroll Information Extraction form will open in a new Java window
- In the Data section, click the radio button next to **LD**
- Output can be obtained as a **Detail** or **Summary by Person/Element**
  - *Detail is recommended, and the resulting output can be further filtered in Excel*
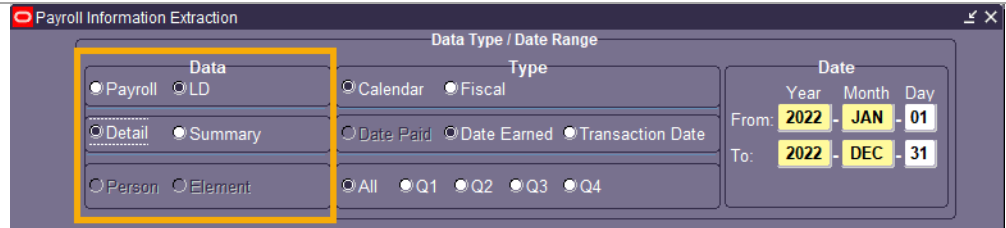
Choose a Date Range for your report (max range of a 12 month period)
- Options are available for **Calendar** or **Fiscal** year
- Use the Date section to refine the **date range**, or choose the appropriate **FY Quarter** radio button (*only available with Date Earned*)
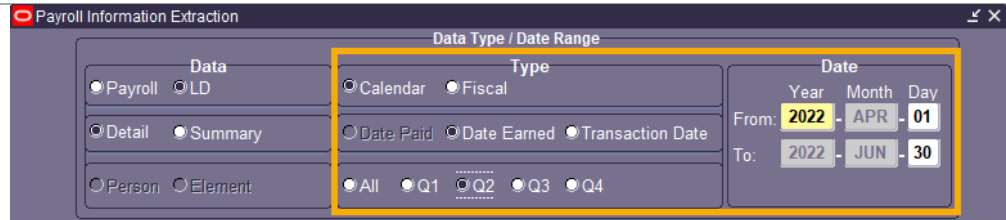
- **Date Earned** - Period in which effort was expended and payment earned
- **Transaction Date** - Date the action was posted to GA or GL account

Note: Report output will be limited to Active Assignments within the requestor's assigned HR Org who earned pay during the Date Range entered.

Enter Main Criteria to specify **who** and the **type of pay classifications** to display on the report

- ➢ A single parameter or a combination of parameters can be utilized; however, the information is restricted according to your **HR organizational security**.
- ➢ When using **multiple parameters**, the extract reads each parameter as an "AND" statement. All parameters must be "TRUE" before the information can be extracted.

Main Criteria

Employee#	
Name	
Job	
Element Set	UAB PIE All
Element	
Organization	410000000 Arts Humanities Dean's Office (Org
☑ Include Child Orgs	
Payroll Type	
Asmt Category	

Field	Description	Notes
Employee#	To select an individual by employee number, type in the individual's 7-digit employee number.	
Name	To select an individual by name, type the individual's name (Last Name, First Name) or type a partial value including the percent (%) sign and press the Tab key. A listing of available names will appear.	
Job	Query by Job Code/Job Name.	
Element Set	Data can be filtered according to the Element Set. The default is **UAB PIE ALL**, and includes all pay elements.	
Element	Enables the requestor to view the specific Elements that are associated with an Element Set. Click the 3-dot LOV, and all elements pertaining to the defined element set will appear.	
Organization	Leaving Organization blank will extract information for all organizations that you have access to, or you can filter by specific organization number.	If Organization is populated, you have the option to **Include Child Orgs** (orgs within the hierarchy of the selected org number).
Payroll Type	Filter by individuals with a specific payroll type (i.e. Biweekly, Monthly, Trainee, etc.).	Selecting **Monthly** limits report information to *staff employees* with a Payroll Type of Monthly based on defined parameters.
Asmt Category	Use the Assignment Category parameter to limit information to a specific employment category (i.e. 04 Irregular, 07 Resident, etc.).	

Note: Leaving the Main Criteria parameter fields blank could potentially produce a large report exceeding Excel's 64,000 line limit.

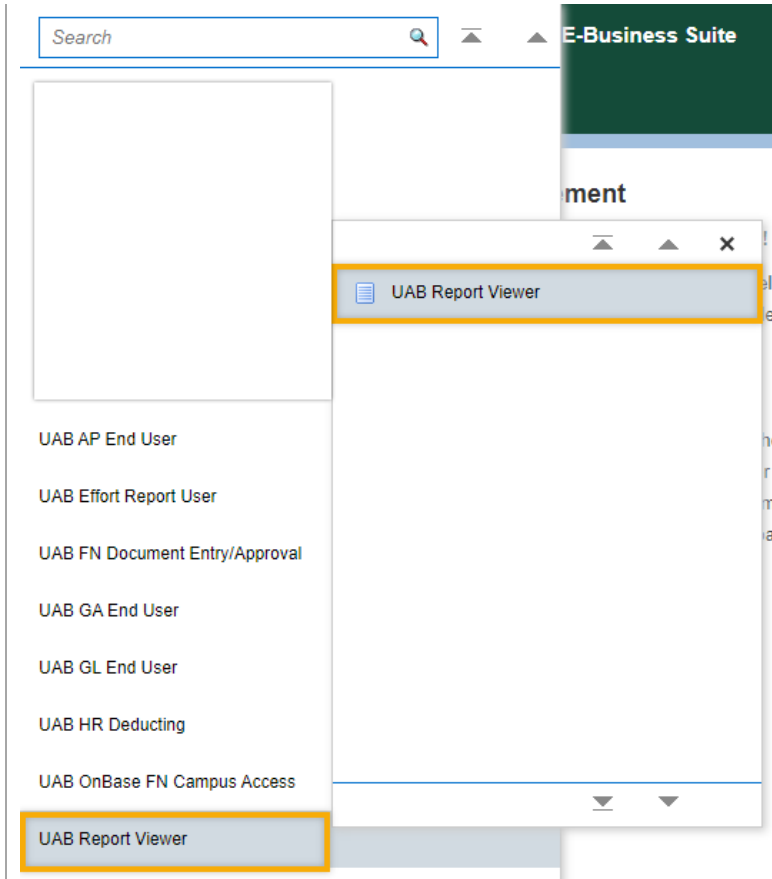|	
Running an LD PIE opens the **Account Criteria** fields, which can be filled with either General Ledger (GL) or Grant (PTAO) account segments • Click the radio button to select either **GL or PTAO** as Account Type • Enter 1 or more account string segments in the **From** and **To** line items	**Note:** Enter 1 or more segments of an Account String for query. The information delivered will be limited to active assignments within your assigned HR Org earning pay during the date range entered.
If applicable, you can search by **A21 Code** • Use the **3-dot LOV** to open the A21 Code window • Select the A21 Code and click OK	
After filling in necessary parameters, click **Submit**	
The **Note** box will appear and let you know the request id. The report will be available in UAB Report Viewer.	Your report should be available in UAB report viewer when the report execution is complete. Please report problems with request id 97593994.

Navigate to **UAB Report Viewer**

- Click on the **3-lined "hamburger" icon** in the top left corner
- Click **UAB Report Viewer**
- Choose **UAB Report Viewer** from the resulting menu

Search

E-Business Suite

ment

UAB Report Viewer

UAB AP End User

UAB Effort Report User

UAB FN Document Entry/Approval

UAB GA End User

UAB GL End User

UAB HR Deducting

UAB OnBase FN Campus Access

UAB Report Viewer

Locate and view your Payroll Information Extract

- Click the green **View Report** button to download the report as an Excel file to your local machine

UAB Reports -- Self Service Page

Report Filter / Search Parameters

Reports From Date (DD-MON-YYYY):

Reports To Date (DD-MON-YYYY):

Report Group:

Report Name:

Search | Clear

Viewing UAB Reports For:

Blazer ID: | Full Name: | Employee Number: | Org Name:

Report Group △	Report Name △	Report Date △	Conc Req ID △	Blazer ID	Report File Name	View Report	Submitted By	More Info
Payroll Reports	Payroll Information Extract	27-Jun-2022 16:18:33	97593994		payroll_information_extract_97593994.xls	View Report		More Info