UAB FINANCIAL AFFAIRS
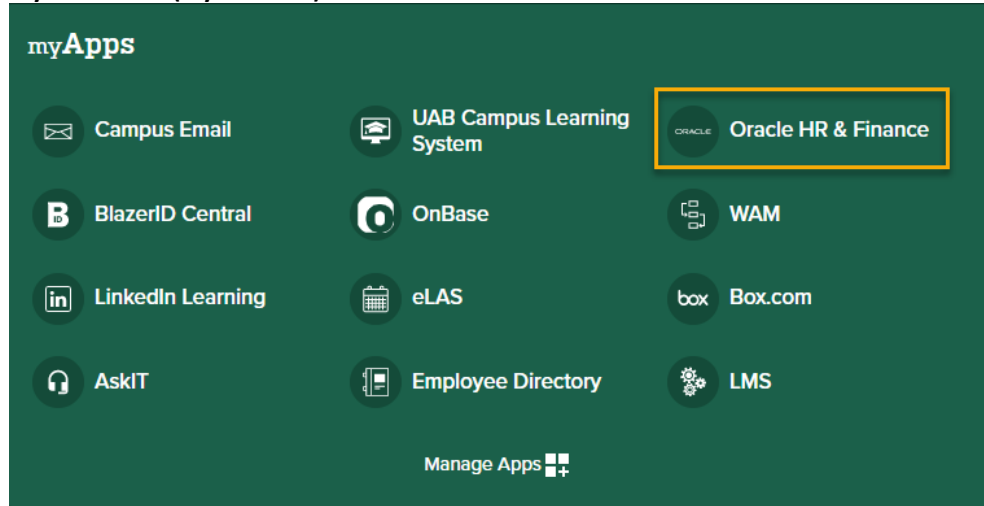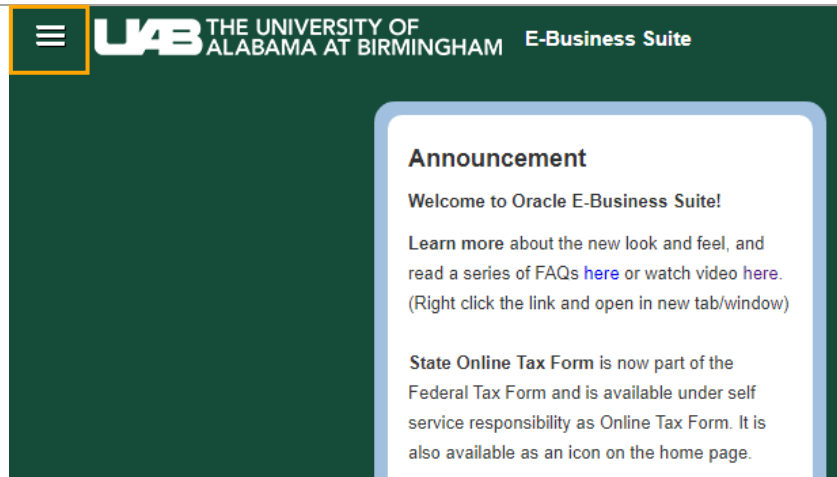The University of Alabama at Birmingham

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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)**
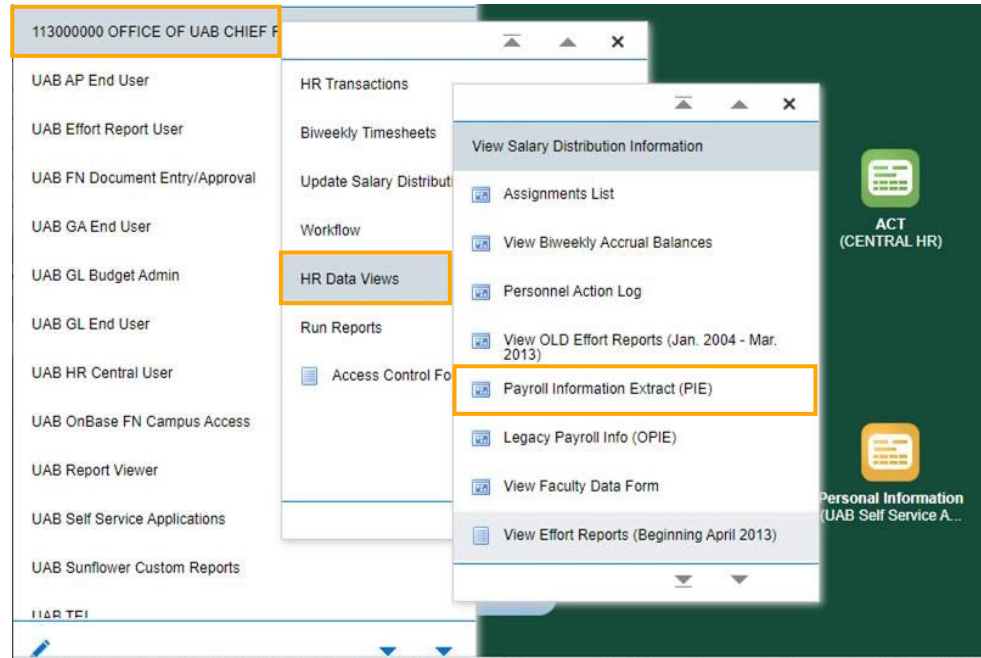
The Payroll Information Extraction form will open in a new Java window

- In the Data section, click the radio button next to **Payroll**
- 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*
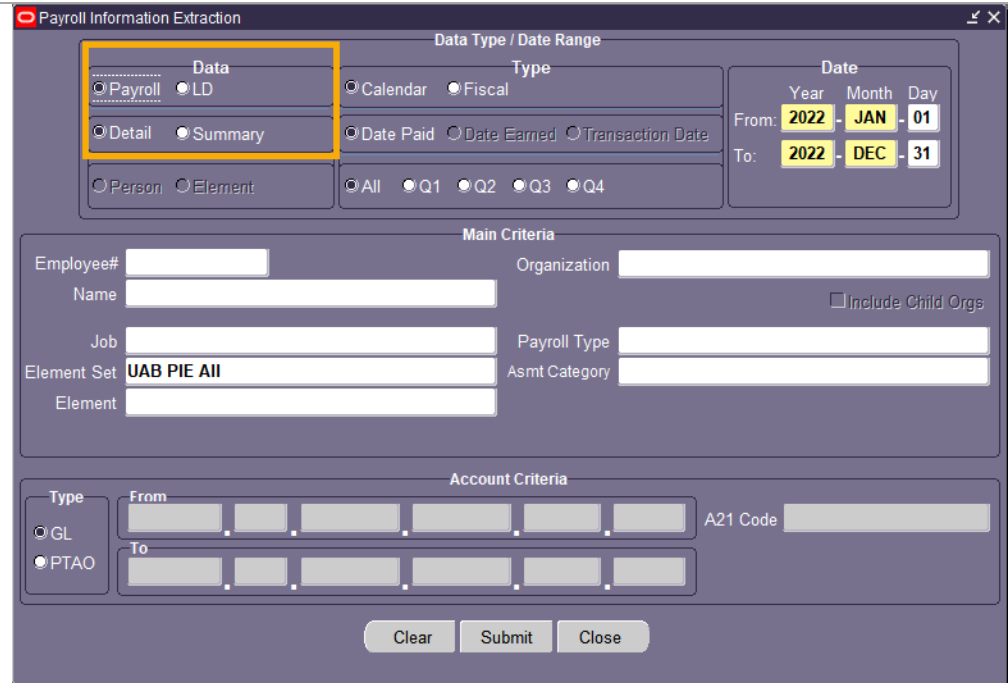
Choose a Date Range for your report (max range of a 12 month period)

- Options are available for **Calendar** or **Fiscal** year
- Use the Date section to refine the **date range**
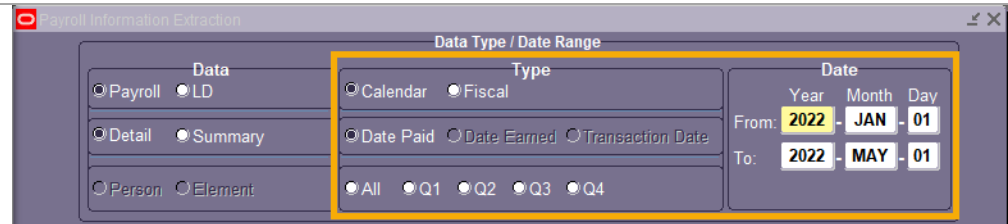
Note: Report output will be limited to Active Assignments within the requestor's assigned HR Org who earned pay during the Date Range entered.

Payroll Information Extract (PIE): Payroll Data Extract

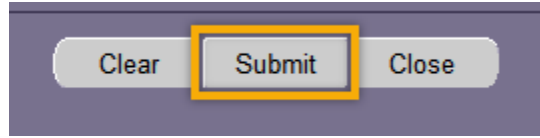Enter Main Criteria to specify **who** and the **type of pay classifications** to display on the report

- ➢ 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

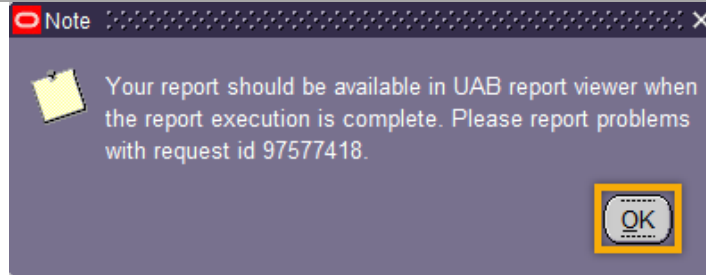|	
Employee#	
Name	
Job	
Element Set	UAB PIE All
Element	
Organization	410000000 Arts Humanities Dean's Office (Org
	☑ Include Child Orgs
Payroll Type	
Asmt Category	

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.

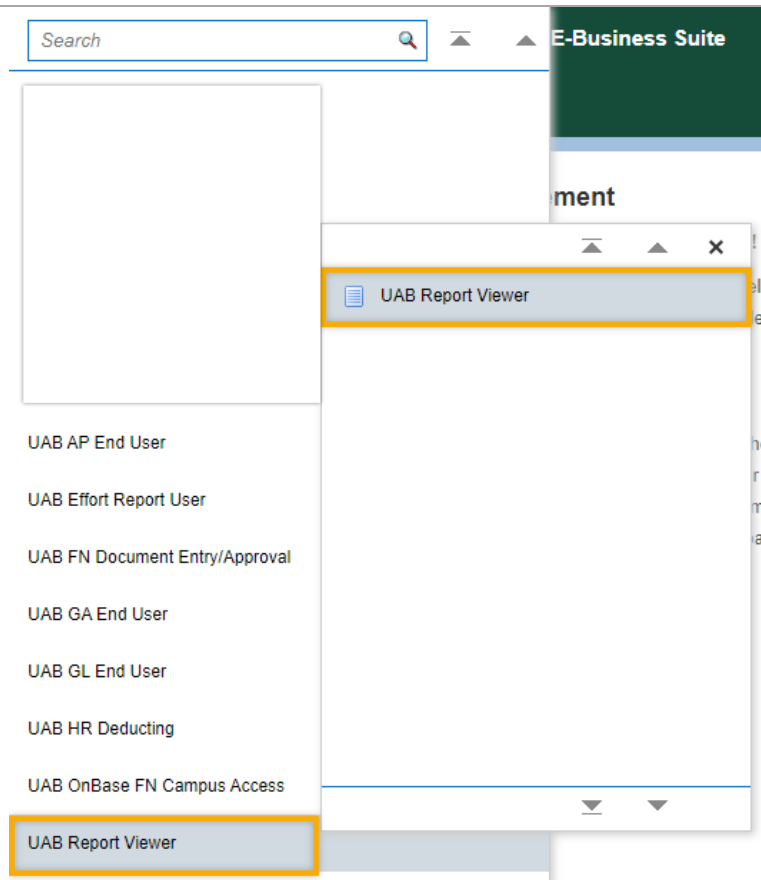|	
After filling in necessary parameters, click **Submit**	Clear Submit Close
The **Note** box will appear and let you know the request id. The report will be available in UAB Report Viewer.	**Note** ✕ Your report should be available in UAB report viewer when the report execution is complete. Please report problems with request id 97577418. OK
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 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: Org Name: 113000010 Financial Affairs Training

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	08-Jun-2022 17:13:18	97577418		payroll_information_extract_97577418.xls	View Report		More Info