

The PRUAB Departmental Secondary Assignment Details Report, based upon the users' HR Organizational Hierarchy, provides a list of employees/trainees with active non-primary assignments. Assignment detail and supervisor information for each active assignment is included on the report. This report is available under your UAB HR Org responsibility, or your UAB Timekeeper responsibility, in Oracle and can be generated on an as-needed basis.

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Navigate to the **TEL** responsibility in Oracle HR & Finance:

Search

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- Click the **3-lined** navigator icon in the top left of the **Oracle Home** page
- Select your HR responsibility or your UAB Timekeeper responsibility
- Choose **Biweekly** Timesheets
- Select TEL

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E-Business Suite

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In the Find: TEL Form window,

• Click the [X] in the right corner to close the Find: **TEL Form**

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In the Reports list, Locate and select PRUAB Departmental Secondary Assignment Details Report Click OK	Run this Request Copy Name Operating Unit Parameters Language Language Find % At these Times Schedule Description Schedule Description UAB Program Assignment Ievel Labor Distribution Report PKGLD089 UAB_CL Upon Completion PRUAB Report New Month Sacuty Election RPTPR208 UAB_CL WFUAB Report New Month Sacuty Election RPTPR208 UAB_CL WFUAB Report Norkitow Officer by Organization RPTWF150 UAB_CL WFUAB Report Workflow Officer by Organization Report ALL RPTWF151 UAB_CL WFUAB Report Workflow Officer by Organization Report ALL RPTWF151 UAB_CL WFUAB Report Workflow Officer by Organization Report ALL RPTWF151 UAB_CL WFUAB Report Workflow Officer by Organization Report ALL RPTWF151 UAB_CL WFUAB Report Workflow Officer by Organization Report ALL RPTWF151 UAB_CL WFUAB Report Workflo
 The Parameters box will display The Effective Date defaults to the current date, which retrieves active assignment information as of this date The Effective Date can be edited 	Runnil Request Copy Name PRUAB Departmental Secondary Assignment Details Report Operating Unit Parameters Language Arerican English Parameters Effective Date: Language Effective Date: Upon Completion Save all Output Files Bigger Output Options Notify Print to noprint Help (c) Submit Cancel Upoins Note: Historical dates will retrieve historical assignment information. Future dates will retrieve future assignment information based upon future-dated ACT documents.



Once all Parameters are entered, • Click the Submit button to run the report	Submit Request Run this Request Name Operating Unit Parameters 19-JUL-2024 American English At these Times Schedule Description As Soon as Possi Upon Completion Layout Notify Print to	Copy ental Secondary Assignment Details Report Language Settings Debug Options ble Schegule			
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See the table on the	Column Name	Description			
right for descriptions	EMPLOYEE_NUMBER	Employee Number as assigned by the ACT document.			
on the PRUAB	ASSN_PRIMARY_SEC	Active Assignment Primary Flag Y or N.			
Departmental	ASSN_NUMBER	Employee Active Assignment Number			
Secondary Assignment Details		Note: Ended/Terminated Assignments as of the Report Effective Date will not display.			
Report.	EMPLOYEE_NAME	Employee Name.			
	ASSN_CATEGORY	Assignment Category of Active Assignment.			
	JOB_NAME	Job title of Active Assignment.			



	ORGANIZATION	Organization Code in which Assignment is affiliated. Note: If the employee/trainee assignment within the end user's HR Organizational Security is "terminated" as of the effective date of the report, only the active assignments outside of the end user's HR Organizational Hierarchy displays.		
	PAYROLL_NAME	Payroll type of the Active Assignment. Monthly/Faculty/Trainee = overtime exempt; Biweekly = overtime non-exempt		
	SUPERVISOR NAME	Supervisor Name for active assignment as identified by the ACT document.		
	SUPERVISOR ASSN NUM	Supervisor's primary assignment number.		
	SUPERVISOR EMAIL	Supervisor's UAB email address		
	TEL REPORTING METHOD	If TEL and Primary = Y, hours are fed from Campus Time & Attendance. If TEL and Primary = N, manual timekeeping is required.		