

The University of Alabama at Birmingham

View Effort Report(s) in Personal Worklist

| Step 1 | E-Business Suite | to logged in As RAEANNB ? U Settings ↔ Logged in As RAEANNB Logout |
|--|--|--|
| • Click the Navigator icon on the Oracle HR & Finance homepage | Announcement Learn more about the new look and feel, and read a series of FAOs 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. Training Information (Right click the link and open in new tab/window) HR Training Finance Training | Payslip AB Self Service A |
| Step 2 | Search Q The E-Business Suite Hereit | ⇔ Logged In As RAEANNB ? U Settings v Help Logout |
| Click the UAB Effort Report User menu option to expand it Click View Effort Report in Worklist to open your Personal Worklist | UAB AP End User UAB Effort Report User UAB FN Document Entry/Approval UAB GA End User UAB GA End User UAB GL End User UAB GL End User UAB OnBase FN Campus Access UAB Report Viewer UAB Report Viewer UAB Self Service Applications UAB Sunflower Custom Reports | Payslip B Self Service A B Self Service A B Self Service A Privacy Statement |
| Step 3 | Worklist | |
| Click the Effort Report for [Name] link to open the notification | View Open Notifications Go Personalize Select Notifications: Open Reassign Close Select All Select None Select From Type Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports Image: Labor Distribution Effort Reports | Subject Effort Report for Example, Employee Report Sent by UAB Notification Mailer Report Sent by UAB Notification Mailer |



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| Step 4 | LKE | | | | â Navig: | | |
|---|---|----------------|--------------------|-----------------------|------------------|--|--|
| Click PDF | Effort Report for Example, Employee | | | | | | |
| Attachment to open and view the Effort Report | To Example, Employee Sent 20-APR-2017 ID 213622443 Please Certify the Effort Report generated for Example, Employee, dated from 01-OCT-16 to 31-MAR-2017 DETAILS OF EFFORT REPORT: EMPLOYEE: Example, Employee EFFORT REPORT ID: 123457 PERIOD: 01-OCT-16 to 31-MAR-2017 CREATED BY: Geddam, Satish NOTES: | | | | | | |
| | See attached PDF below. | | | | | | |
| | Action History | Action | From | To | Details | | |
| | 1 20-APR-2017 13:08:16 | Submit | Vaughan, Carrie | Example, Employee | Details | | |
| | References | | | | | | |
| | | | | | | | |
| | DF Attachment | | | | | | |
| | | | | | | | |
| Step 5 | Department Effort Officer (DEO) Action Buttons | | | | | | |
| • Click on the | Close | Forward | Reassign Mor | e Information Req | uest | | |
| Button | LIAD Desired Freedoms Andien Detterne | | | | | | |
| | UAB Project Employee Action Buttons | | | | | | |
| The result of | | | | - (| | | |
| selecting specific | Certify | Reject | Reassign More | e Information Requ | uest | | |
| actions | | | | | | | |
| determines the | UAB Project Employee (Non-faculty 04 Irregular) Action Buttons | | | | | | |
| status of the effort | | | | | | | |
| | | | | | | | |
| report | Close | Forward | Reassign Mor | e Information Req | uest | | |
| – <u>Click here</u> for | | | | | | | |
| more information | | | | | | | |
| on Notification | Note: Reject re | equires a comm | nent to be entered | I detailing the reaso | on for rejection | | |
| Action Buttons | | | | | | | |