

**Step 1**

- Click the **Navigator icon** on the Oracle HR & Finance homepage

**Step 2**

- Click the **UAB Effort Report User** menu option to expand it
- Click **View Effort Report in Worklist** to open your Personal Worklist

**Step 3**

- Click the **Effort Report for [Name]** link to open the notification

Select From	Type	Subject
<input type="checkbox"/>	Labor Distribution Effort Reports	<b>Effort Report for Example, Employee</b>
<input type="checkbox"/>	WFUAB Message	<a href="#">Report Sent by UAB Notification Mailer</a>
<input type="checkbox"/>	WFUAB Message	<a href="#">Report Sent by UAB Notification Mailer</a>

Step 4

- Click PDF Attachment to open and view the Effort Report

**Effort Report for Example, Employee**

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: 1234567  
PERIOD: 01-OCT-16 to 31-MAR-2017  
CREATED BY: Geddam, Satish  
NOTES:

See attached PDF below.

Num	Action Date	Action	From	To	Details
1	20-APR-2017 13:08:16	Submit	Vaughan, Carrie	Example, Employee	

References

[PDF Attachment](#)

Step 5

- Click on the appropriate Action Button
  - The result of selecting specific actions determines the status of the effort report
  - [Click here](#) for more information on Notification Action Buttons

**Department Effort Officer (DEO) Action Buttons**

[Close](#)
[Forward](#)
[Reassign](#)
[More Information Request](#)

**UAB Project Employee Action Buttons**

[Certify](#)
[Reject](#)
[Reassign](#)
[More Information Request](#)

**UAB Project Employee (Non-faculty 04 Irregular) Action Buttons**

[Close](#)
[Forward](#)
[Reassign](#)
[More Information Request](#)

**Note: Reject requires a comment to be entered detailing the reason for rejection**