HRUAB Ludicrous Report

Summary: The **HRUAB LUDICROUS REPORT** provides detailed information for employees in a specified organizational unit as of the run date of the report. This 'everything but the kitchen sink' report has over 80 data fields which includes **Person Data**, **Assignment**, **Salary**, and basic **Faculty Appointment** (where available) information, as it appears in the person's Oracle employment record.

The information available in the report is restricted by the HR Organizational Hierarchy as assigned in the Oracle system. To provide the most business value, the report includes all employment categories, except for **99 Requisition**. The report parameters allow users to filter content based on *assignment status, employment category groups, primary flag, and payroll type*.

The purpose of report is to supply Org Admins a comprehensive report of their unit's **Person**, **Assignment**, **Job**, **Organization**, and **Payroll** information. It is designed to replace the need for multiple burst reports and to provide a cohesive reporting experience. The report is delivered through **UAB Report Viewer** as an **Excel** spreadsheet with a total of *88 columns*.

The following requirements must be met to receive a copy of the Ludicrous Report:

- 1. Must be identified as an HR Organization Administrator
- 2. Must complete the HR Privacy Awareness course
- 3. Assigned an Oracle HR Officer Responsibility

For more information about HR Officer responsibilities, please visit our website at: www.uab.edu/humanresources/home/oracle-uab-hr-officer.edu

Steps to Running the Report

Navigate to UAB HR Officer Responsibility -> Run Reports -> Submit Processes -> Single Request



1. From the **SUBMIT REQUEST** form, click on the **NAME LOV**.

Submit Request		
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Name		(
Operating Unit		
Parameters		
Language		
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At these Times		
Run the Job	As Soon as Possible	Schedule
Upon Completion		
	Save all Output Files	
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Print to		
Help (<u>C</u>)	Submit	Cancel
and the second se		

2. Select HRUAB LUDICROUS REPORT and click OK.

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 Run this Request 	
	Сору
Name	
Operating Unit	
Reports	×
Find %LUDI%	lions
Name	Applicati
At HRUAB Faculty Payroll Group Details	UAB_CL
HRUAB Job Listings Report	
HRUAB LODICROUS REPORT	
Up HRUAB Pre Approval program for 9/9 on ACT	UAB_CL
HRUAB Pre-Approval program for E-Verify	UAB_CL
HRUAB Program Add Biweekly Personal Holiday Hours	
	ins ins
Find OK Cancel	

3. The **PARAMETERS** window displays the default parameters.

Parameters Distribution in the second sec	***************************************	× 10000000000 ×
		_
Org Range From		•••
Org Range To		
Include Inactive Assignments?	No	
Employment Category		
Primary Assignment	Yes	
Payroll Type	All	All
		D
	QK Clear	Help

The use of parameters will limit report results. When selecting multiple parameters, report results will reflect only records meeting all parameter conditions.

3a. ORGANIZATION FROM and TO

Report results follow the HR Org Security; however, results may be filtered to a specific subset Org Range by selecting an **Org Range From** and **To** value. Clicking the **LOV** opens the possible values, where users can search by partial value, as shown, or scroll to their desired org code. The *blue highlight* indicates the *selected* value. Choosing **OK** returns the value to the previous form.

Parameters	×
Org Range From	
Org Range To	Org Range From Statistication and Statistication and Statistication of the Statisticatio
Include Inactive Assignments?	
Employment Category	Find 09%
Primary Assignment	Org Range From
Payroll Type	01000000 General UAB Administration
	010002000 Gen UAB Admin - FACIL MAINT
	010004000 Gen OAB Admin - Benefits
	010009000 General OAB Admin - Gift Records
lpon Completion	

3b. Include Inactive Assignments?

- "No" filters report results to active assignments.
- "Yes" include active assignments and assignments for people that terminated employment with UAB in the past 365 days of the report run date.

Parameters		×
Org Range F	rom 090000000 Athletics Department Administration	
Org Range	e To	
Include Inactive Assignme	nts? No 🖷	
Employment Cate	Include Inactive Assignments? DODDDDDDDDDDDDDDDDDDD	
Primary Assignr		
Payroll	Find %	All
	Include Inactive Assignments?	
	No Vae	
	Eind OK Cancel Clear	Help

3c. Employment Category

Filters report results to a specified category group as defined in the filter description. The parameter default is blank, resulting filter includes All Employees (except 99).

Employment Category Debelocities debelocities debelocities debelocities	***************************************
Find %	
Employment Catagon	Description
1 - Regular Employees	Regular Employees (01/02/03/12/17/20/21)
2 - Irregular, Students, Volunteers, Residents, Others	Irregular, Students, Volunteers, Residents, Others
3 - All Employees	All Employees (except 99)
Eind 🤇	<u>Cancel</u>

3d. Primary Assignment

By default, report results will include Primary assignments, only. Selecting "no" results in all assignments within the user's HR Org Security profile.

Primary Assignment Yes	$\overline{\mathbf{O}}$
Payroll Typ <mark>Primary Assignment (2000/000000000000000000000000000000000</mark>	K
Find %	
No Yes	Cancel
Layout Eind OK Cancel	<u>Options</u>

3e. Payroll Type

Running the report with the default value will Include All payroll types (Biweekly, Monthly). Selecting a filter other than **All** will filter the results to employees in the specified payroll frequency.

	Pa	yroll Type All	
I	Payroll Type 🔅	*****************************	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	Find <mark>%</mark>		
	Payroll Type		Description
Ц	All		All
	Biweekly		Paid Biweekly
	Monthly		Paid Monthly
		Eind G	Cancel

4. Each parameter selected further restricts report results. *When selecting multiple parameters, report results will reflect only transactions meeting all parameter conditions*. Once all applicable parameters have been entered if applicable, click **OK**.

Parameters Distribution of the second sec			erene x
Org Range From	090000000 Athletics Department Administration		
Org Range To			
Include Inactive Assignments?	No		
Employment Category	1 - Regular Employees	F	Regular Emplo
Primary Assignment	No		
Payroll Type	All	A	All
			D
	QK Cancel	Clear	Help

5. Click on **Submit** to generate the report.

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 Run this Request 		
		Сору
Name	HRUAB LUDICROUS REPORT	
Operating Unit		
Parameters	090000000 Athletics Department Administration::No:1 - Regula	ar Employees:No:All
Language	American English	
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At these Times		
Run the Job	As Soon as Possible	Schedule
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Layout		Options
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Help (<u>C</u>)	Submit	Cancel

6. The **Request** window opens.

- Notice that the report has been assigned a Request ID number that is followed by the name of the report.
- The **Phase** field identifies at which point of the process the report is in currently. Valid phases are *Pending, Running, and Completed.* Click on the **Refresh Data** button in the top, left-hand area of the window to see the update of the Phase.
- The Status field maintains the status of the report request. The only valid statuses are Normal and Error.
- The final field is the PARAMETERS field and lists the subset parameters applied to this report request before submission.

Requests Distribution in the second secon				>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Find Requests		Sub <u>m</u> it	a New Request	Su <u>b</u> mit New Request Set
⊒Auto Refresh (<u>X</u>)		<u>C</u> opy S	Single Request	Copy Reguest Set
Request ID	Parent	Phase	Status D	aramatara
95165942 HRUAB LUDI	CROUS REP	Completed	Normal , ,	Y, 3 - All Employees, N, A
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74 11030 Times				

Once the report phase is "**Completed**," the report has been made available in the **UAB Report Viewer System**. Click on UAB Report View Responsibility to access the report.

Sample Report

	А	В	С	D	E	F	G	н	I.	
1 \	WITH GREAT POWER CON	IES GREAT RESPONSIBILIT	Y. USE THIS DATA WISELY.							
2 (JAB Data Protection and	Security Policy :								
3 \	www.uab.edu/policies/co	ontent/Pages/UAB-IT-POL-	0000038.html							
4 L	udicrous Report Data Die	ctionary :								
5 [Link Coming Soon]									
6										
7 E	EMPLOYEE NUMBER	FULL NAME	BLAZERID	ASSIGNMENT NUMBER	LDAP ID	ORG NAME	EMPLOYMENT CATEGOR	REASON FOR VOLUNTAR	ASSIGNMENT STATUS	P
8	1111111					226006000 UAB INTO	06 Student		TERM_ASSIGN	
9	1111112					310007300 Institute for C	01 Regular FT		ACTIVE_ASSIGN	
10	1111113					709400000 Transplant &	12 Three 12-Hour Shifts		ACTIVE_ASSIGN	
11	1111114					704550000 Heart/Vascula	12 Three 12-Hour Shifts		ACTIVE_ASSIGN	
12	1111115					707400000 Perioperative	01 Regular FT		ACTIVE_ASSIGN	
13	1111116					481100000 Criminal Justi	06 Student		ACTIVE_ASSIGN	
14	1111117					275008030 McNair	06 Student		ACTIVE_ASSIGN	
15	1111118					191402000 Applications	01 Regular FT		ACTIVE_ASSIGN	
16	1111119					112302000 Campus Main	01 Regular FT		ACTIVE_ASSIGN	
17	1111120					311402400 Med - Infectio	01 Regular FT		ACTIVE_ASSIGN	
18	1111121					114940000 HR Service Ce	01 Regular FT		ACTIVE_ASSIGN	
19	1111122					702500000 Cardiovascula	12 Three 12-Hour Shifts		ACTIVE_ASSIGN	
20	1111123					422000000 Undergraduat	01 Regular FT		ACTIVE_ASSIGN	
21	1111124					433000000 Human Studie	04 Irregular		ACTIVE_ASSIGN	
22	1111125					352006000 Nutrition Scie	06 Student		ACTIVE_ASSIGN	
23	1111126					090005700 Women's Trac	46 Trainee		ACTIVE_ASSIGN	
24	1111127					379000000 Biostatistics	01 Regular FT		ACTIVE_ASSIGN	
25	1111128					707200000 Pastoral Care	04 Irregular		TERM_ASSIGN	
26	1111129					702600000 Center for Psy	12 Three 12-Hour Shifts		ACTIVE_ASSIGN	
27	1111130					704400000 Graduate Me	07 Resident		ACTIVE_ASSIGN	
28	1111131					311903020 Huntsville Me	60 Volunteer		ACTIVE_ASSIGN	
29	1111132					704400000 Graduate Me	60 Volunteer	Required for Access	ACTIVE_ASSIGN	
30	1111133					704400000 Graduate Me	60 Volunteer	Required for Access	TERM_ASSIGN	
31		EDORT 02092900				171200000 LIAR Visual Co	01 Regular FT		ACTIVE ASSIGN	
1.5	HROAD_LUDICROUS_R	EPORT_93003009 (+)				: 4				•

Sensitive fields have been hidden for training purposes.

Additional Resources

- HRUAB Ludicrous Report Data Dictionary
- HR Privacy Awareness Course
- Questions or problems? Contact <u>HRIS@uab.edu</u>

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