

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:

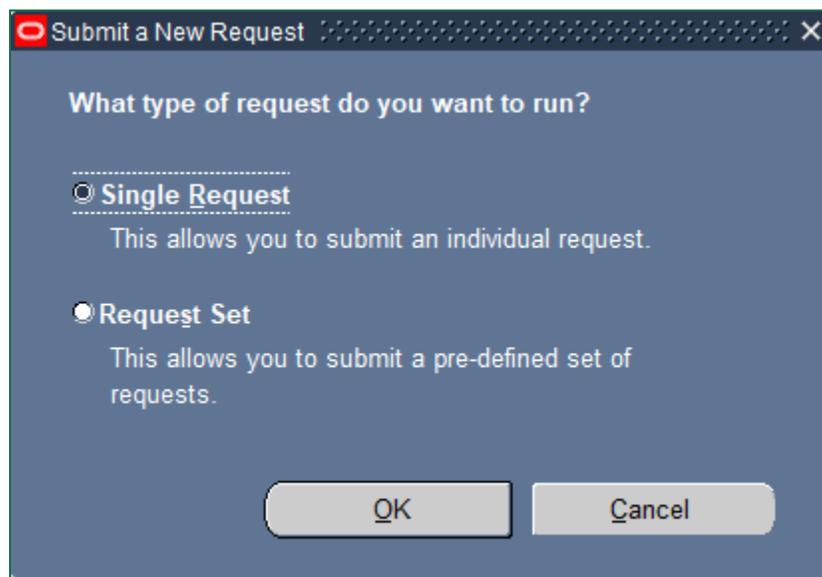
1. Must be identified as an **HR Organization Administrator**
2. Must complete the **HR Privacy Awareness course**
3. Assigned an **Oracle HR Officer Responsibility**

For more information about HR Officer responsibilities, please visit our website at:

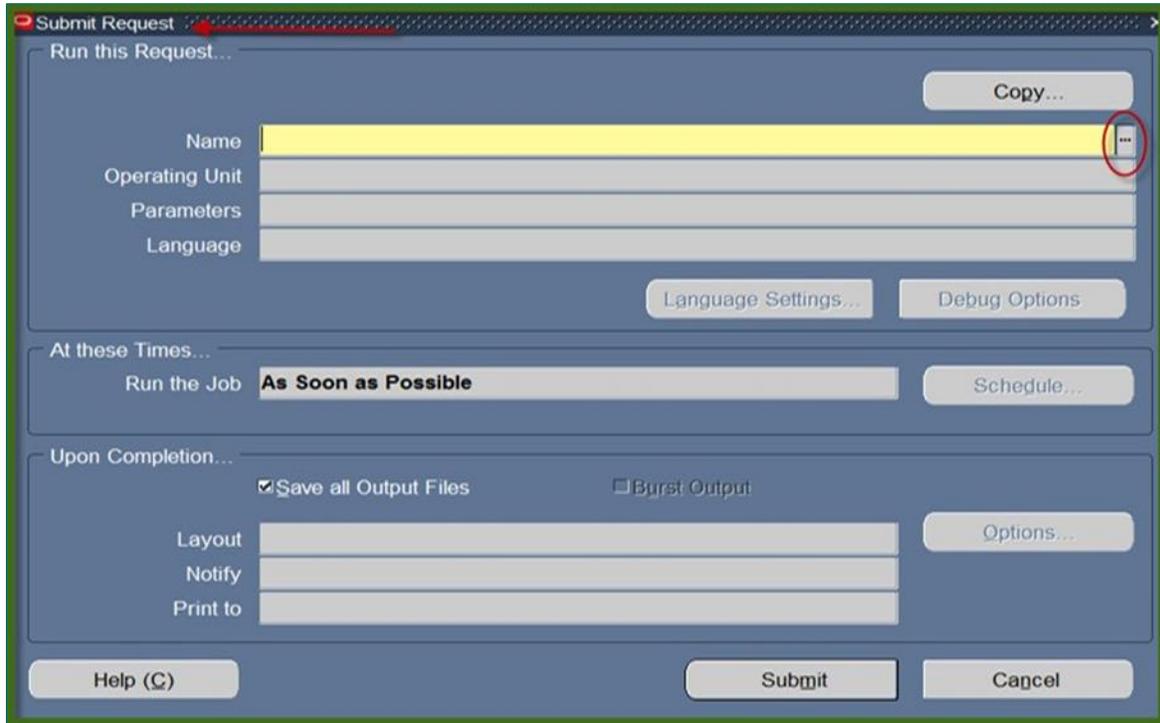
www.uab.edu/humanresources/home/oracle-uab-hr-officer.edu

Steps to Running the Report

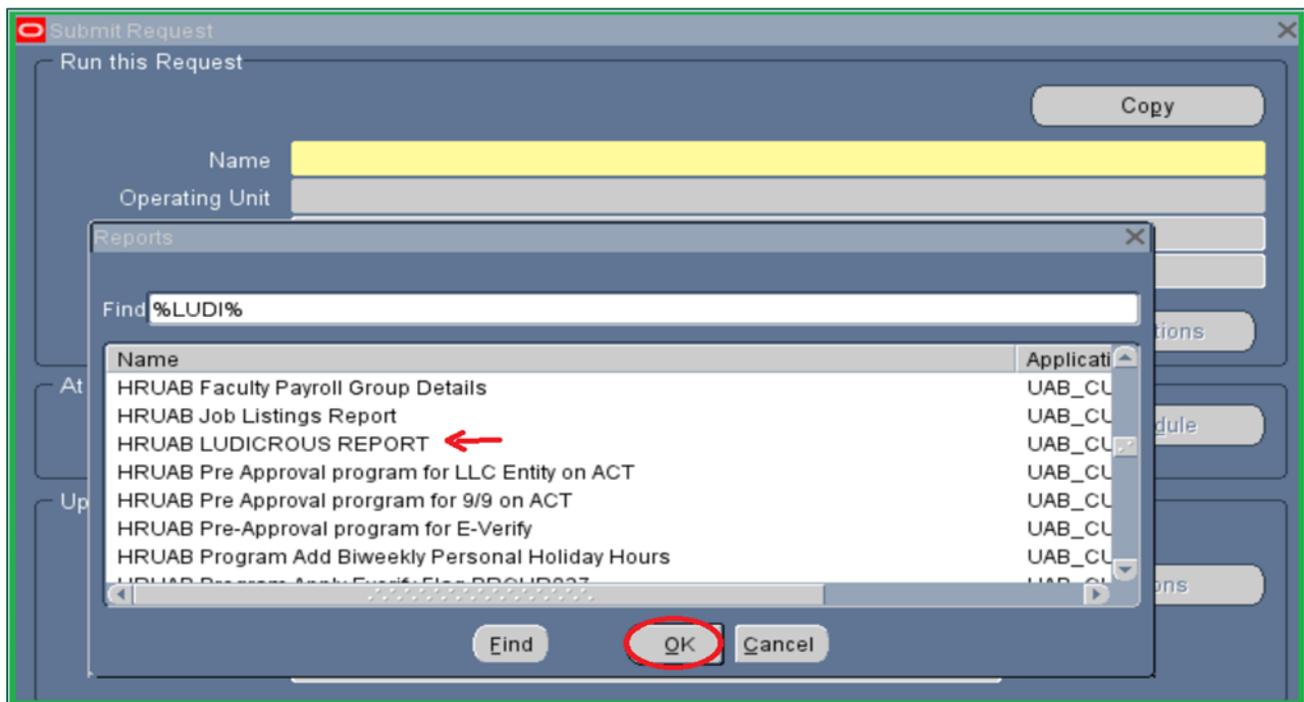
Navigate to **UAB HR Officer Responsibility** -> Run Reports -> Submit Processes -> Single Request



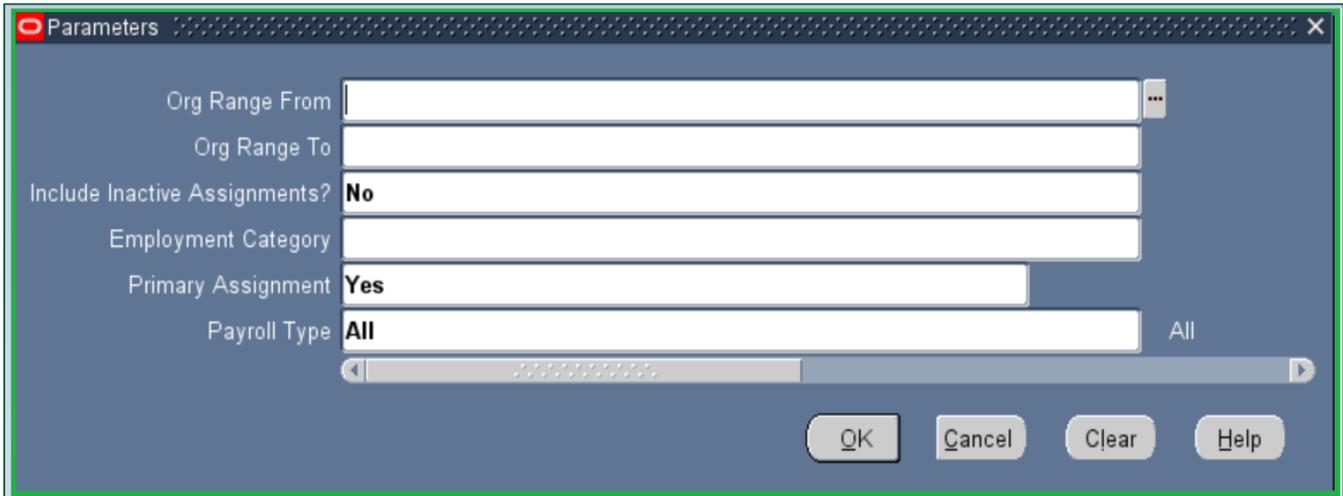
1. From the **SUBMIT REQUEST** form, click on the **NAME LOV**.



2. Select **HRUAB LUDICROUS REPORT** and click **OK**.



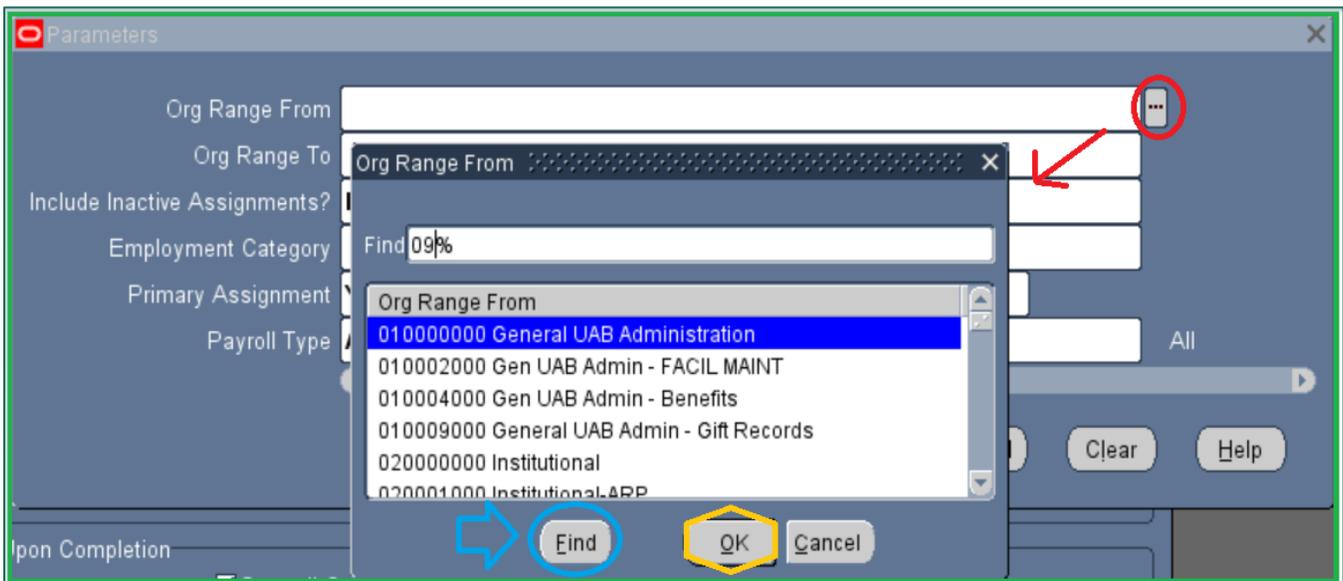
3. The **PARAMETERS** window displays the default parameters.



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

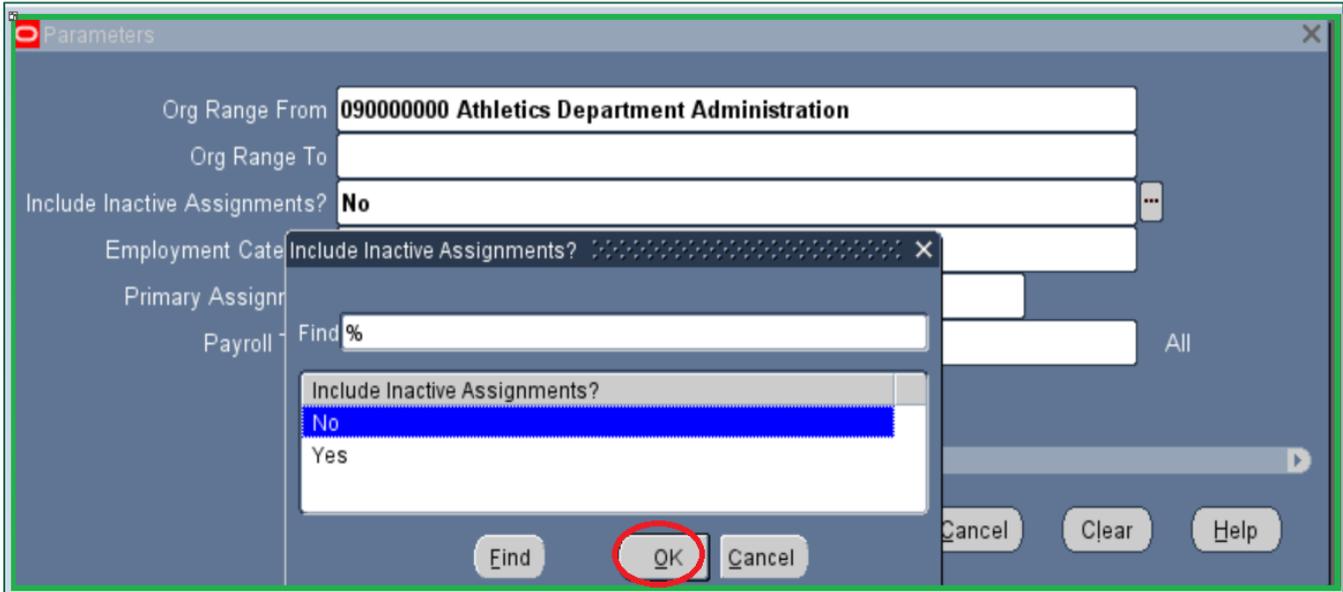
3a. **ORGANIZATION FROM** and **TO**

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.



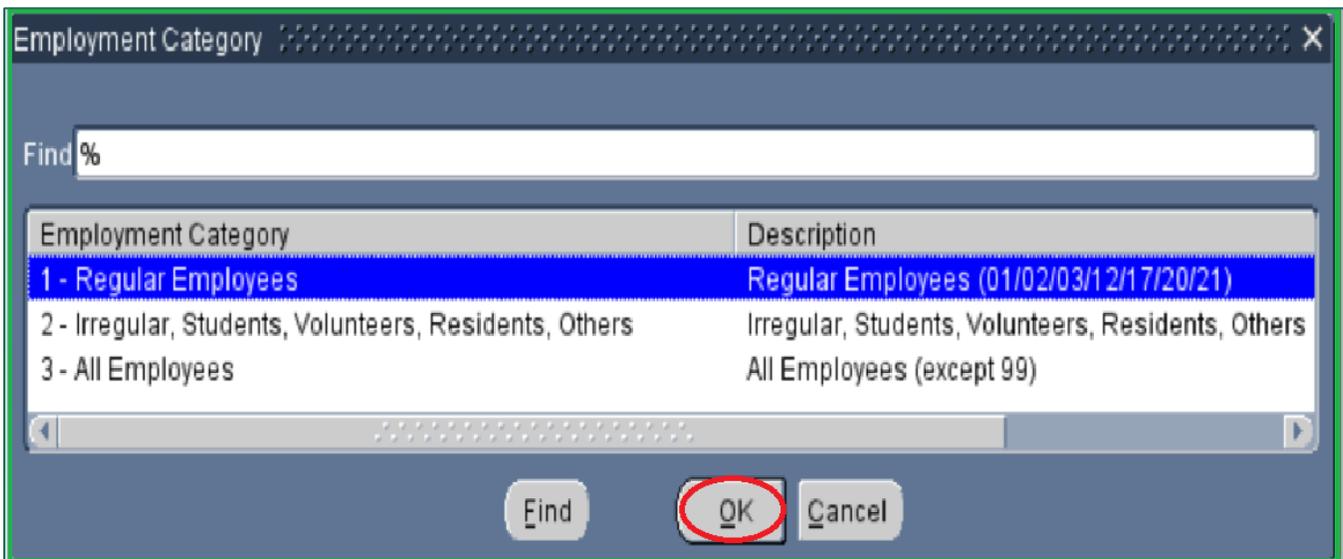
3b. Include Inactive Assignments?

- “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.



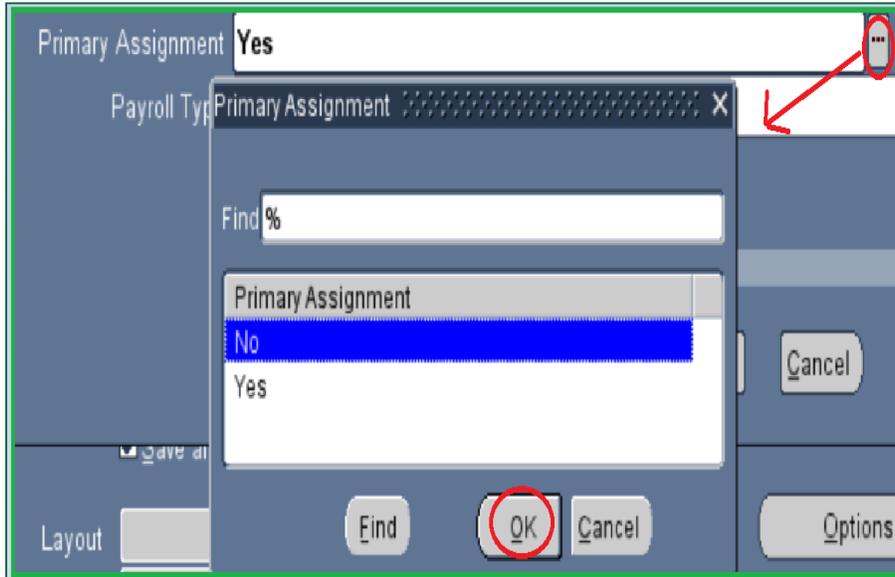
3c. Employment Category

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).



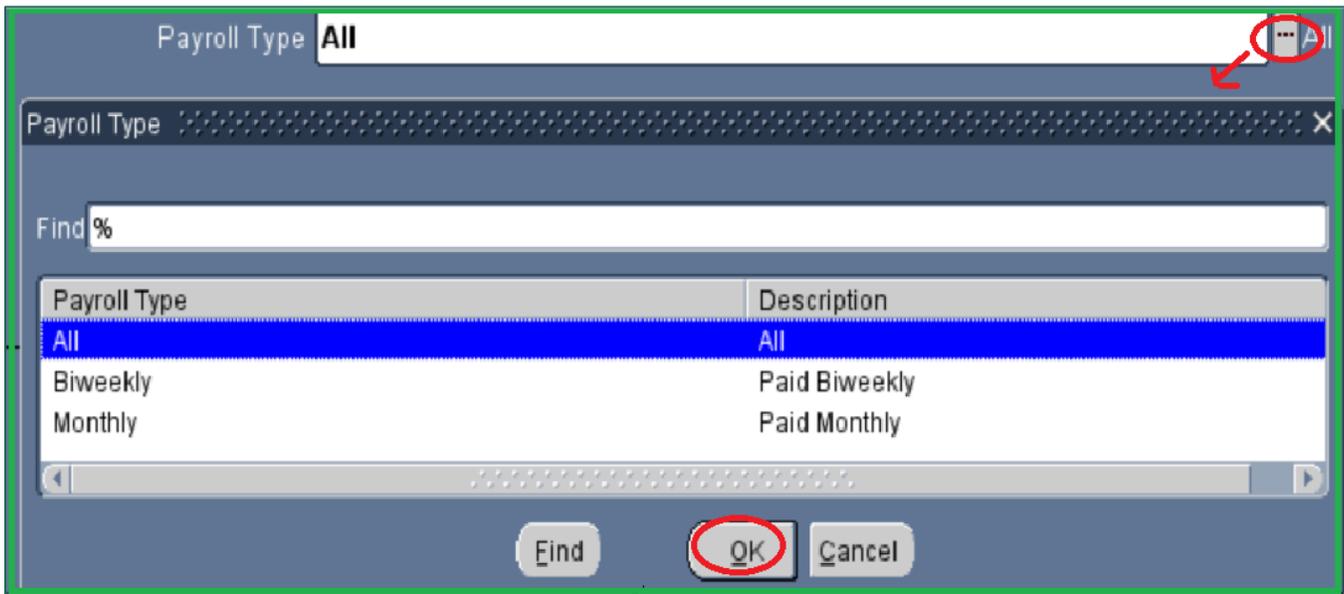
3d. Primary Assignment

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



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.



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

Org Range From: 090000000 Athletics Department Administration

Org Range To:

Include Inactive Assignments?: No

Employment Category: 1 - Regular Employees Regular Emplo

Primary Assignment: No

Payroll Type: All All

OK Cancel Clear Help

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

Submit Request

Run this Request

Name: HRUAB LUDICROUS REPORT

Operating Unit:

Parameters: 090000000 Athletics Department Administration::No:1 - Regular Employees:No:All

Language: American English

Copy

Language Settings Debug Options

At these Times

Run the Job: As Soon as Possible

Schedule

Upon Completion

Save all Output Files Burst Output

Layout:

Notify:

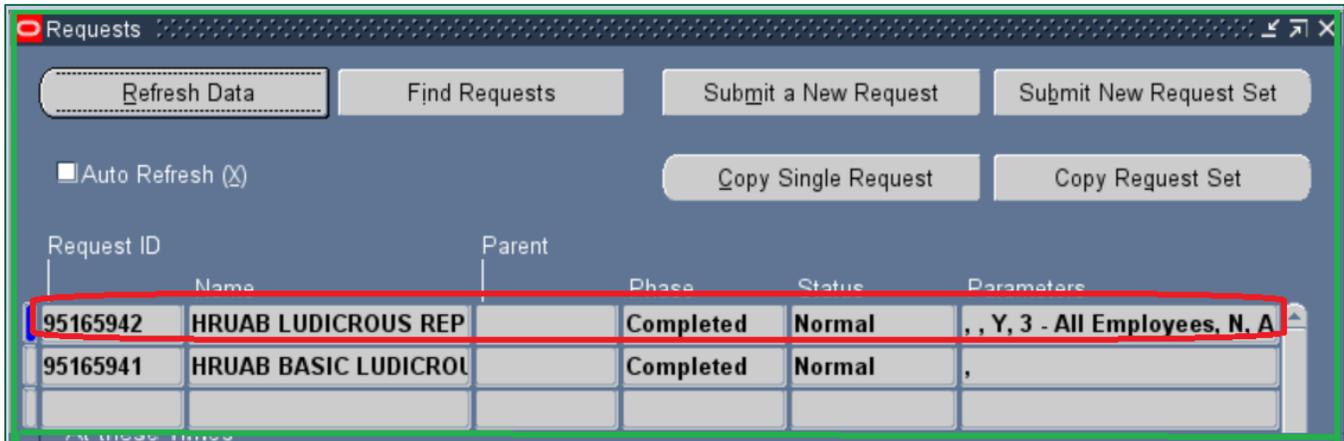
Print to: noprnt

Options

Help (C) 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.



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

EMPLOYEE NUMBER	FULL NAME	BLAZERID	ASSIGNMENT NUMBER	LDAP ID	ORG NAME	EMPLOYMENT CATEGORY	REASON FOR VOLUNTARY ASSIGNMENT	STATUS
1111111					226006000 UAB INTO	06 Student		TERM_ASSIGN
1111112					310007300 Institute for Ci	01 Regular FT		ACTIVE_ASSIGN
1111113					709400000 Transplant & C	12 Three 12-Hour Shifts		ACTIVE_ASSIGN
1111114					704550000 Heart/Vascula	12 Three 12-Hour Shifts		ACTIVE_ASSIGN
1111115					707400000 Perioperative	01 Regular FT		ACTIVE_ASSIGN
1111116					481100000 Criminal Justic	06 Student		ACTIVE_ASSIGN
1111117					275008030 McNair	06 Student		ACTIVE_ASSIGN
1111118					191402000 Applications 801	Regular FT		ACTIVE_ASSIGN
1111119					112302000 Campus Main/01	Regular FT		ACTIVE_ASSIGN
1111120					311402400 Med - Infectio	01 Regular FT		ACTIVE_ASSIGN
1111121					114940000 HR Service Cer	01 Regular FT		ACTIVE_ASSIGN
1111122					702500000 Cardiovascula	12 Three 12-Hour Shifts		ACTIVE_ASSIGN
1111123					422000000 Undergraduat	01 Regular FT		ACTIVE_ASSIGN
1111124					433000000 Human Studie	04 Irregular		ACTIVE_ASSIGN
1111125					352006000 Nutrition Scie	06 Student		ACTIVE_ASSIGN
1111126					090005700 Women's Trac	46 Trainee		ACTIVE_ASSIGN
1111127					379000000 Biostatistics	01 Regular FT		ACTIVE_ASSIGN
1111128					707200000 Pastoral Care	04 Irregular		TERM_ASSIGN
1111129					702600000 Center for Psy	12 Three 12-Hour Shifts		ACTIVE_ASSIGN
1111130					704400000 Graduate Mec	07 Resident		ACTIVE_ASSIGN
1111131					311903020 Huntsville Me	60 Volunteer		ACTIVE_ASSIGN
1111132					704400000 Graduate Mec	60 Volunteer	Required for Access	ACTIVE_ASSIGN
1111133					704400000 Graduate Mec	60 Volunteer	Required for Access	TERM_ASSIGN
1111134					171200000 UAB Visual Co	01 Regular FT		ACTIVE_ASSIGN

Sensitive fields have been hidden for training purposes.

Additional Resources

- [HRUAB Ludicrous Report Data Dictionary](#)
- [HR Privacy Awareness Course](#)
- Questions or problems? Contact HRIS@uab.edu

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