**View Effort Reports (Beginning April 2013)**

Employees may view effort reports dated April 2013 and after, within selected parameters, utilizing the Oracle Administrative Systems. The View Effort Reports (Beginning April 2013) form is available on the following Oracle Administrative Systems responsibilities:

  (restricted to individual)

- **UAB Salary Reclass User** → View Old Effort Reports (Jan. 2004 – Mar. 2013)  
  (restricted based on HR Organizational Security)

- **UAB HR Officer** → View Old Effort Reports (Jan. 2004 – Mar. 2013)  
  (restricted based on HR Organizational Security)

The Effort Report Search Page will open.

The scope of the search results is dependent on the search criteria entered by the requestor. The fields available for search criteria are defined below. **NOTE:** Under the responsibility, UAB Effort Report User, the requestor may view only their personal effort reports.
The requestor may enter the employee’s name (Last Name, First Name) or may use the flashlight in the Employee Name field to search for a specific individual. Once the employee has been determined, the Employee Number field will auto populate.

The requestor may enter the employee’s identification number (7-digit) or may use the LOV in the Employee Number field to search for a specific individual. Once the employee number is selected, the Employee Name field will auto populate.

The requestor may search using the Primary Organization field. Results will be dependent on the employee’s primary organization affiliation.

To search for a specific document, the requestor may enter the document number in the Document Number field.

The requestor may search using the Effort Report Year field to limit Effort Report Details to a specific effort reporting year. The year must be entered manually and must be 2013 or later.

The requestor may elect to query effort reports according to the status of the document by using the Workflow Status field.
Clicking on the drop down arrow in the Workflow Status field displays a list of available statuses. For more explanation of the definition of each status, click here.

The requestor may enter a specific quarter start date in the Quarter Start Date field (example: 01-April-2013) to limit the Effort Report Details to a specific quarter.

Selecting Show Only Active Efforts will limit Effort Report Details to effort reports in the following statuses: New, Certified, and Accepted. Selecting Show Only Latest Versions will limit Effort Report Details to only the most current version of any effort report.

The action buttons allow the requestor to select the format in which the data will be reported.


Generate Report = The Effort Report Status Extract will be sent to the requestor as an attachment via an email notification.

Clear = Removes all data and refreshes the screen.
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The **Confirmation** box will notify the requestor that the report has been submitted and will give the report number.

**Please see the file attached.**

Attached is the file corresponding to:
Concurrent Request Id --

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Please do not reply to this message. If you have any questions, please get in touch with either TUCC Production Control or TUCC Technical staff.

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