Ad-hoc Reporting

Two ad-hoc reports are available on the UAB Salary Reclass User responsibility. End users can run these reports on an as needed basis. Report results will be restricted to the end users HR Organizational Security when applicable.

UAB Salary Reclass → Run Reports → Submit Processes

A window will open asking which type of request to submit to the system. The default selection is SINGLE REQUEST.

Leave this option selected and click the OK button.
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The **SUBMIT REQUEST** window will open. Click on the **LOV** in the **NAME** field.

Select the report wish to run. Click on the **OK** button.

** For a detailed explanation of each report, report parameters and to view a sample report, click on the selected report name:

- HR UAB Report UAB Report Internal Organizations RPTH516
- LDUAB Report Cumulative Salary Status RPTLDCSSR
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Report name and parameters (when applicable) will display in the **NAME** field. Click on the **SUBMIT** button to generate the report.

If a **CAUTION** window displays, click on **OK** to proceed.
The REQUEST window opens.

**Notice:** 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 to see the update of the Phase. The STATUS field maintains the status of the report request. The only valid statuses are *Standby*, *Normal*, and *Error*. The final field is the PARAMETERS field which will display the parameters entered.
When the PHASE field shows Completed, click on the VIEW OUTPUT button to open the PDF report.

**Note**: Adobe Acrobat Reader must be installed on your machine to see the reports.