

HR Ad hoc Reports

Below is a listing of Ad hoc (programmed, unscheduled) reports available to be ran on a as needed basis when using the UAB HR Officer Responsibility. The chart below list the report names as they appear in the Concurrent Manager **Submit Request LOV**, as well as, report format when viewed in the **View Request** menu option. Also provided is whether an email notification is sent to the requestor once the report is generated, and if the report is available in Excel format.

Instructions for setting up report parameters in Concurrent Manager and a explanation of the report, can be accessed by *clicking* on the name of the report you wish to generate.

Report Name	View Request Format	Email Notification sent to requestor	Excel Format
ADMUAB Report Responsibilities by Group RPTADM100	PDF	No	No
HRUAB ACT Annual Budget documents report	Text	No	Yes
HRUAB ACT Hire Docs in Progress	Text	Yes	Yes
HRUAB ACT Term Docs Completed	Text	Yes	Yes
HRUAB Report UAB Report Internal Organizations RPTHR516	PDF	No	No
WF UAB Report Workflow Officer by Organization RPTWF150	PDF	No	No
LDUAB Program Assignment Level Labor Distribution Report PKGLD089	Text	Yes	Yes