

## Running Adhoc Reports

Adhoc reports are available in the UAB HR Officer, UAB GA End User and UAB GL End User responsibilities. End users can run these reports as needed.

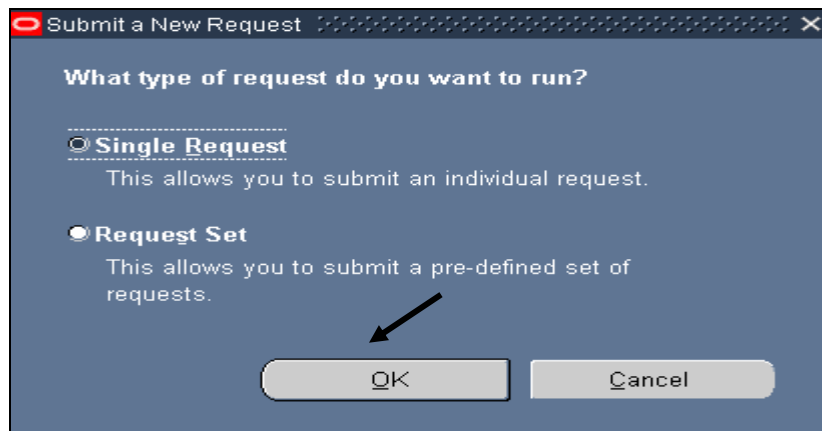
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**UAB HR Officer → Run Reports → Submit Processes**  
**UAB GA End User → Reports → Run**  
**UAB GL End User → Reports → Run**

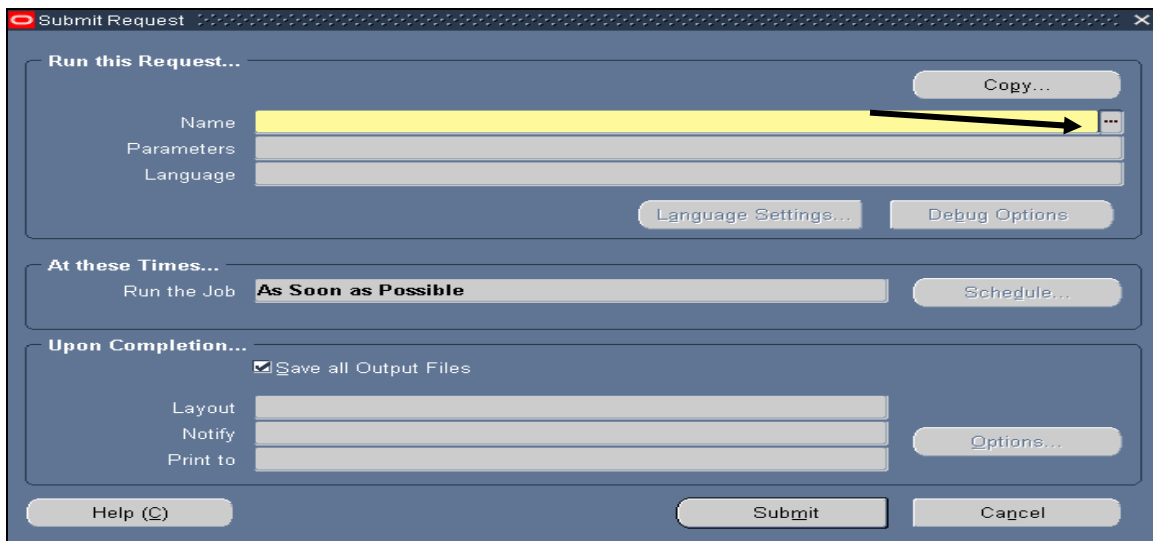
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A window will open asking which type of request to submit to the system. The default selection is **SINGLE REQUEST**.

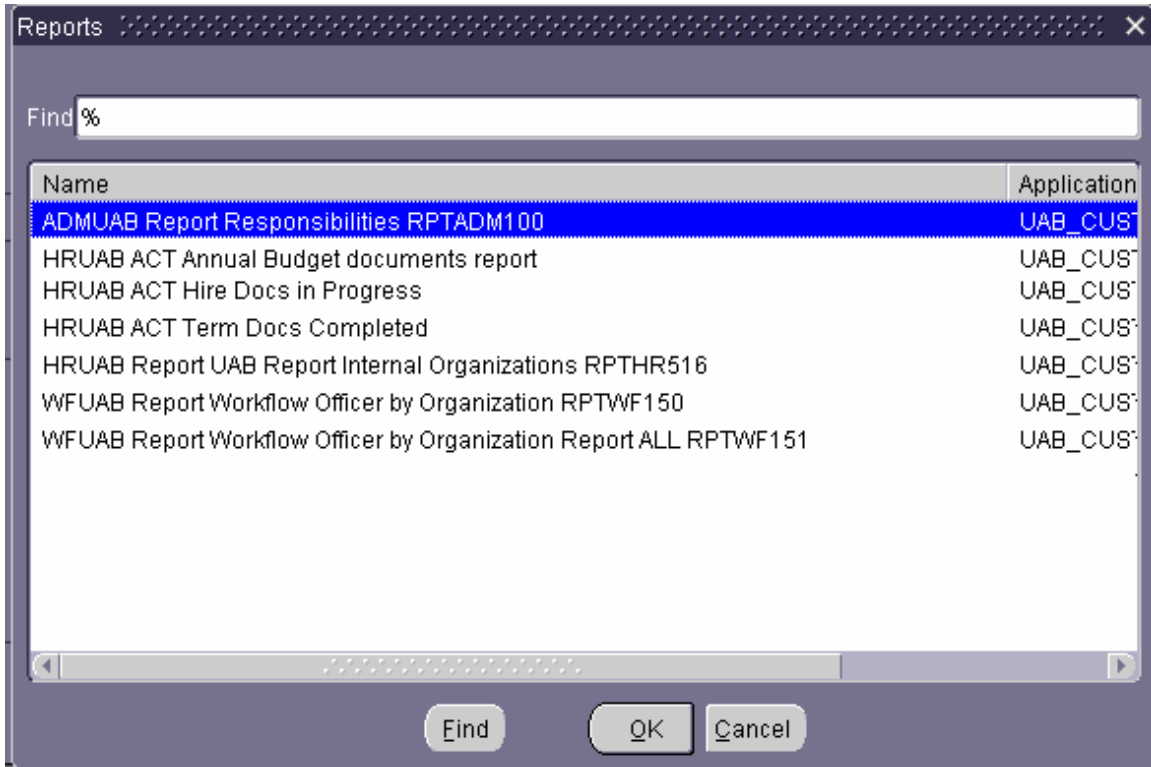
1. Leave this option selected and click on the **OK** button.



2. The **SUBMIT REQUEST** window will open. Click on the LOV button in the **NAME** field; a list of available reports will appear.



## Run Reports Documentation Submit Processes



Click on the links below to find detailed instructions for each report.

[ADMUAB Report Responsibilities by Group RPTADM100](#)

[HRUAB ACT Annual Budget documents report](#)

[HRUAB ACT Hire Docs in Progress](#)

[HRUAB ACT Term Docs Completed](#)

[HRUAB Report UAB Report Internal Organizations RPTHR516](#)

[WF UAB Report Workflow Officer by Organization RPTWF150](#)

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