The **HRUAB UNIVERSITY DEPARTMENTAL POSITION SUMMARY REPORT** is designed to be used by **UAB University Organizations**; it provides a listing of all active and frozen positions in the Oracle HR Administrative System as of a defined date.

The **HRUAB UNIVERSITY DEPARTMENTAL POSITION SUMMARY REPORT** is available under the **UAB HR Officer responsibility** and can be generated on an as needed basis. The report is delivered to the UAB Report Viewer as an Excel file for simple formatting. The information available on this report is limited to the end users HR Organizational Hierarchy as assigned in the system.

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**UAB HR Officer > Run Reports > Submit Processes > Single Request**

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1. Select **HRUAB UNIVERSITY DEPARTMENT POSITION SUMMARY** from the LOV and click **OK**.

   ![Image of selection interface]

   **Note:** Report may be submitted without parameters; however, entering parameters will help to filter report data for a specific organization code/range or filter data for a specific date.

   *Report results are restricted to the requestor’s defined HR Organizational Hierarchy.*

2. The **PARAMETER** box displays, enter parameters as needed.

   ![Image of parameter entry interface]
**ORGANIZATION FROM:**
filters report data based upon entered organization code and all remaining orgs in which the user has assigned access.

**ORGANIZATION FROM** and **ORGANIZATION TO:**
filters report data based upon a specific organization or organization range.

**ORGANIZATION UNIT:**

**UAB HR Central Users:** filters report data based upon a defined unit rather than organization code.

**University Organizations should leave this parameter blank.**

**EFFECTIVE DATE:**
The **EFFECTIVE DATE** parameter defaults to the current date; however, date can be changed to see active/frozen positions and occupants as of the date entered.

**Note:** selecting **HOSPITAL** provides a listing of all active and frozen positions in all UAB Hospital organization codes. Selecting **CAMPUS** provides a listing of all active and frozen positions in all University organization codes.

**Note:** Historical dates will retrieve historical position information and occupants. Future dates will retrieve future dated position information based upon future dated position changes and ACT documents.
3. Once desired parameters have been entered, click on **OK** to proceed with generating the report, or **CLEAR** to re-enter parameters.

The **Submit Request** now displays the report name and entered parameters.

![Submit Request Window](image1.png)

4. Click on **Submit** to proceed with generating the report.

The Request window will open displaying the **REQUEST ID** and **PHASE** of the report.

![Request Window](image2.png)
Once the report phase is “Completed”, the report can be accessed via the **UAB Report Viewer System**.

*(Note: An email notification from UAB Report Viewer <UABRPTVW@cognosdb.it.uab.edu> will be sent to the requestor’s Blazer ID email account; however, there could be a delay in receiving the email notification.)*

Once logged into the **UAB Report Viewer System** click on the **Report Name** to open the report. (The report may be shared by clicking on the **Shared** icon and entering the Blazer ID of the person to receive the report. The report will then be available in that person’s UAB Report Viewer).

To view a sample report which includes a brief narrative of each column, scroll down to next page.
<table>
<thead>
<tr>
<th>Position</th>
<th>Job</th>
<th>Perm/Temp</th>
<th>Seasonal</th>
<th>Organization</th>
<th>Status Description</th>
<th>Position FTE</th>
<th>Employee Number</th>
<th>Employee</th>
<th>Assignment Number</th>
<th>Emp Category</th>
<th>Hire Date</th>
<th>Assignment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>8125 Prof Chairman</td>
<td>PERMANENT</td>
<td></td>
<td></td>
<td>Example University Org</td>
<td>Active</td>
<td></td>
<td>Example Employee</td>
<td>xxxxxxx</td>
<td>01 Regular FT</td>
<td>01-MAR-2006</td>
<td>11 xxx xx</td>
<td></td>
</tr>
<tr>
<td>8134 Assoc Prof</td>
<td>PERMANENT</td>
<td></td>
<td></td>
<td>Example University Org</td>
<td>Active</td>
<td></td>
<td>Example Employee</td>
<td>xxxxxxx</td>
<td>01 Regular FT</td>
<td>01-JUL-1996</td>
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</tr>
<tr>
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<td></td>
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<td>Example University Org</td>
<td>Active</td>
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<td>Example Employee</td>
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<td>04 Irregular</td>
<td>01-MAY-2013</td>
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<tr>
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<td></td>
<td></td>
<td>Example University Org</td>
<td>Active</td>
<td></td>
<td>Example Employee</td>
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<td>03 Regular FT</td>
<td>15-FEB-2007</td>
<td>11 xxx xx</td>
<td></td>
</tr>
</tbody>
</table>

**Questions pertaining to the running of the report, please email:** instructeam@uab.edu.

***Questions pertaining to report data or contents, please email:** budgetadmin@uab.edu.