View Effort Reports (Beginning April 2013)

Departmental end users may view effort reports for the current period and historical periods dated April 2013 or later, utilizing the Oracle Administrative Systems. The View Effort Reports (Beginning April 2013) menu option is available on the following Oracle Administrative Systems responsibilities:

UAB > HR Officer > View Effort Reports (Beginning April 2013) > Restricted based on assigned HR Organizational Security
UAB > Salary Reclass User > View Effort Reports (Beginning April 2013) > Restricted based on assigned 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.

The requestor may enter the employee’s name (Last Name, First Name) or may use the magnifying glass 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 magnifying glass 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 in the **Effort Report Details** data 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 semiannual period start date in the **Period Start Date** field (example: 01-OCT-2016 or 01-APR-2017) to limit the **Effort Report Details** to a specific period.

Selecting a **Show only Active Efforts** filter will limit **Effort Report Details** to effort reports in the following statuses: *New, Accepted, and Certified*. Selecting a **Show only Latest Versions** filter will limit **Effort Report Details** to only the most recent effort report generated.
The action buttons allow the requestor to select the format in which the data is reported.

**Search** = Details of the effort report display in the *Effort Report Details* section.

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

The **Confirmation** box will notify the requestor that the report has been submitted and will give the report number.
An email similar to the one will below will be delivered to the Requestor uab.edu email account.

Sample Report

Clear = Removes all data and refreshes the screen.

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