

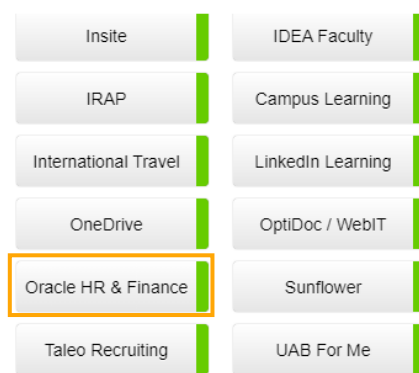
Log in to **Oracle HR & Finance**

- Navigate to **myUAB** or **AdminSys**
- Locate and click **Oracle HR & Finance**

myUAB Portal (my.uab.edu)

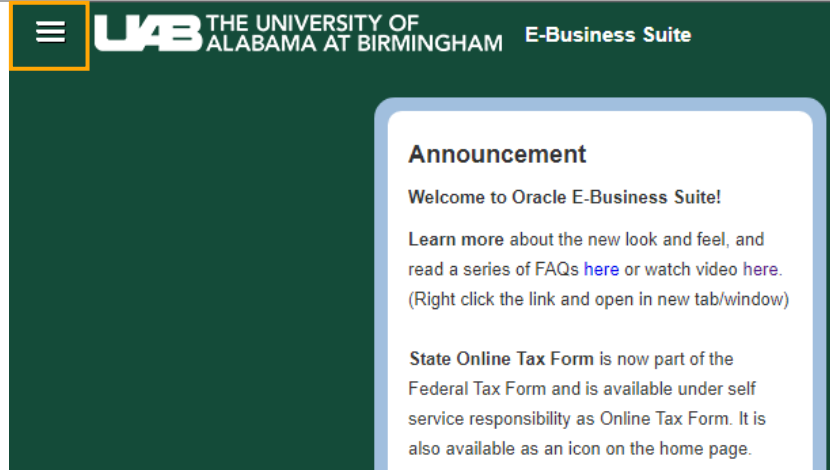


AdminSys (uab.edu/adminsys)



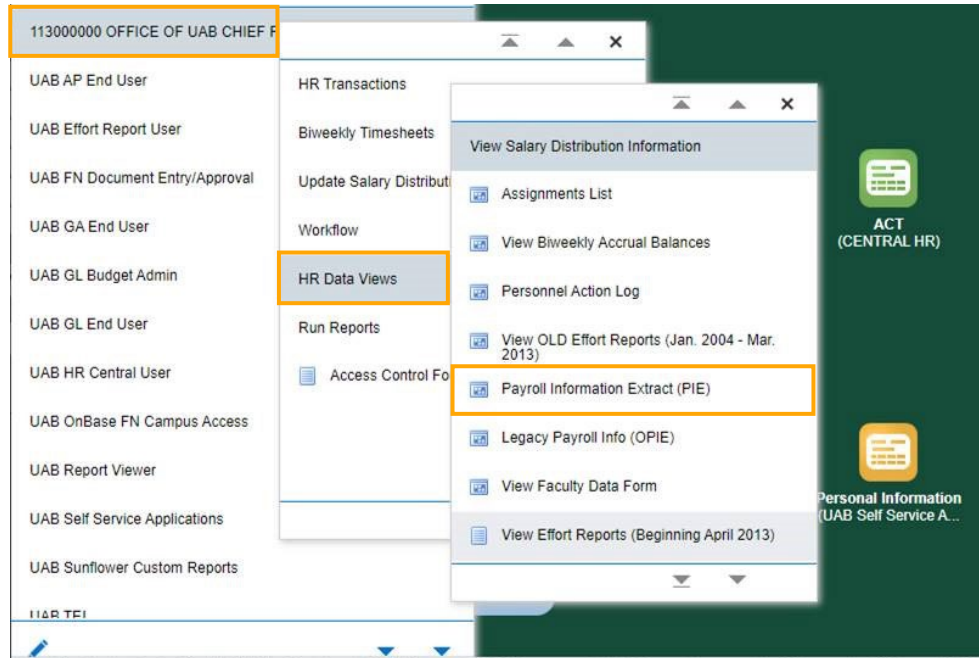
Open the **Oracle Navigator**

- Click on the 3-lined "hamburger" icon in the top left corner



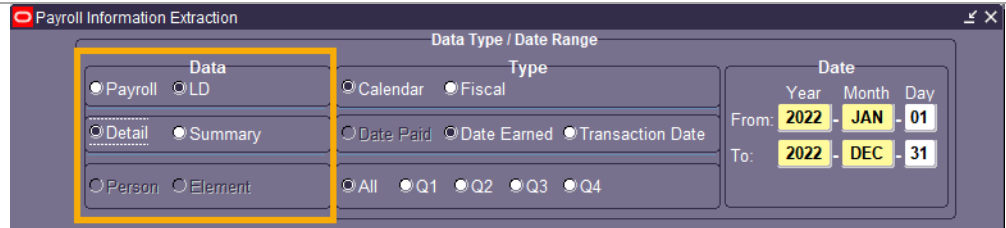
Navigate to Payroll Information Extract (PIE) via your HR Responsibility

- Click on the appropriate **HR responsibility**
- Select **HR Data Views**
- Select **Payroll Information Extract (PIE)**



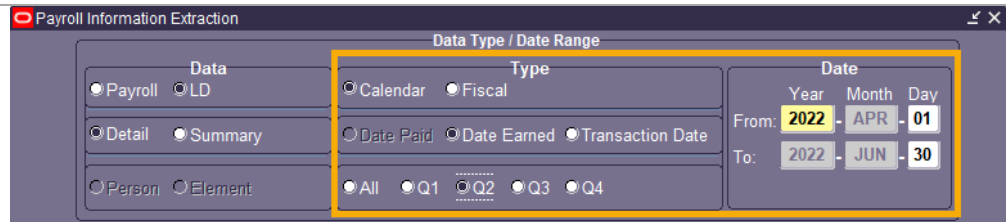
The Payroll Information Extraction form will open in a new Java window

- In the Data section, click the radio button next to **LD**
- Output can be obtained as a **Detail** or **Summary by Person/Element**
 - *Detail is recommended, and the resulting output can be further filtered in Excel*



Choose a Date Range for your report (max range of a 12 month period)

- Options are available for **Calendar** or **Fiscal** year
- Use the Date section to refine the **date range**, or choose the appropriate **FY Quarter** radio button (only available with **Date Earned**)



- **Date Earned** - Period in which effort was expended and payment earned
- **Transaction Date** - Date the action was posted to GA or GL account

Note: Report output will be limited to Active Assignments within the requestor's assigned HR Org who earned pay during the Date Range entered.



Enter Main Criteria to specify **who** and the **type of pay classifications** to display on the report

- A single parameter or a combination of parameters can be utilized; however, the information is restricted according to your **HR organizational security**.
- When using **multiple parameters**, the extract reads each parameter as an "AND" statement. All parameters must be "TRUE" before the information can be extracted.

Main Criteria	
Employee#	<input type="text"/>
Name	<input type="text"/>
Job	<input type="text"/>
Element Set	UAB PIE All
Element	<input type="text"/>
Organization	41000000 Arts Humanities Dean's Office (Org)
Payroll Type	<input type="text"/>
Asmt Category	<input type="text"/>
<input checked="" type="checkbox"/> Include Child Orgs	

Field	Description	Notes
Employee#	To select an individual by employee number, type in the individual's 7-digit employee number.	
Name	To select an individual by name, type the individual's name (Last Name, First Name) or type a partial value including the percent (%) sign and press the Tab key. A listing of available names will appear.	
Job	Query by Job Code/Job Name.	
Element Set	Data can be filtered according to the Element Set. The default is UAB PIE ALL , and includes all pay elements.	
Element	Enables the requestor to view the specific Elements that are associated with an Element Set. Click the 3-dot LOV, and all elements pertaining to the defined element set will appear.	
Organization	Leaving Organization blank will extract information for all organizations that you have access to, or you can filter by specific organization number.	If Organization is populated, you have the option to Include Child Orgs (orgs within the hierarchy of the selected org number).
Payroll Type	Filter by individuals with a specific payroll type (i.e. Biweekly, Monthly, Trainee, etc.).	Selecting Monthly limits report information to <u>staff employees</u> with a Payroll Type of Monthly based on defined parameters.
Asmt Category	Use the Assignment Category parameter to limit information to a specific employment category (i.e. 04 Irregular, 07 Resident, etc.).	

Note: Leaving the Main Criteria parameter fields blank could potentially produce a large report exceeding Excel's 64,000 line limit.

Running an LD PIE opens the **Account Criteria** fields, which can be filled with either General Ledger (GL) or Grant (PTAO) account segments

- Click the radio button to select either **GL** or **PTAO** as Account Type
- Enter 1 or more account string segments in the **From** and **To** line items

Account Criteria

Type: GL PTAO

From: [] [] [] [] [] [] A21 Code: []

To: [] [] [] [] [] []

Account Criteria

Type: GL PTAO

From: 3115048 [] [] 41000000 [] 8103020

To: 3117833 [] [] 41000099 [] 8103020

Account Criteria

Type: GL PTAO

From: 320884 18.01 2016247 [] 8101010 []

To: 320884 18.05 2016247 [] 8101020 []

Note: Enter 1 or more segments of an Account String for query. The information delivered will be limited to active assignments within your assigned HR Org earning pay during the date range entered.

If applicable, you can search by **A21 Code**

- Use the **3-dot LOV** to open the A21 Code window
- Select the A21 Code and click OK

A21 Code []

A21 Code No. []

Find %

A21 Code	A21 Code No.
DEPARTMENTAL ADMINISTRATION	60
GENERAL ADMINISTRATION	50
INSTRUCTION OTHER THAN SPONSORED	05
LIBRARY	80
OPERATION & MAINTENANCE OF PLANT	40
OTHER INSTITUTIONAL ACTIVITIES	30
OTHER SPONSORED ACTIVITIES	20
SERVICE CENTER ACTIVITIES	35
SPONSORED INSTRUCTION	10
SPONSORED PROJECTS ADMINISTRATION	70
SPONSORED RESEARCH	01
STUDENT ADMINISTRATION & SERVICES	90
UNCLASSIFIED UG REPORT CODE	00

Find OK Cancel

After filling in necessary parameters, click **Submit**

Clear **Submit** Close

The **Note** box will appear and let you know the request id. The report will be available in UAB Report Viewer.

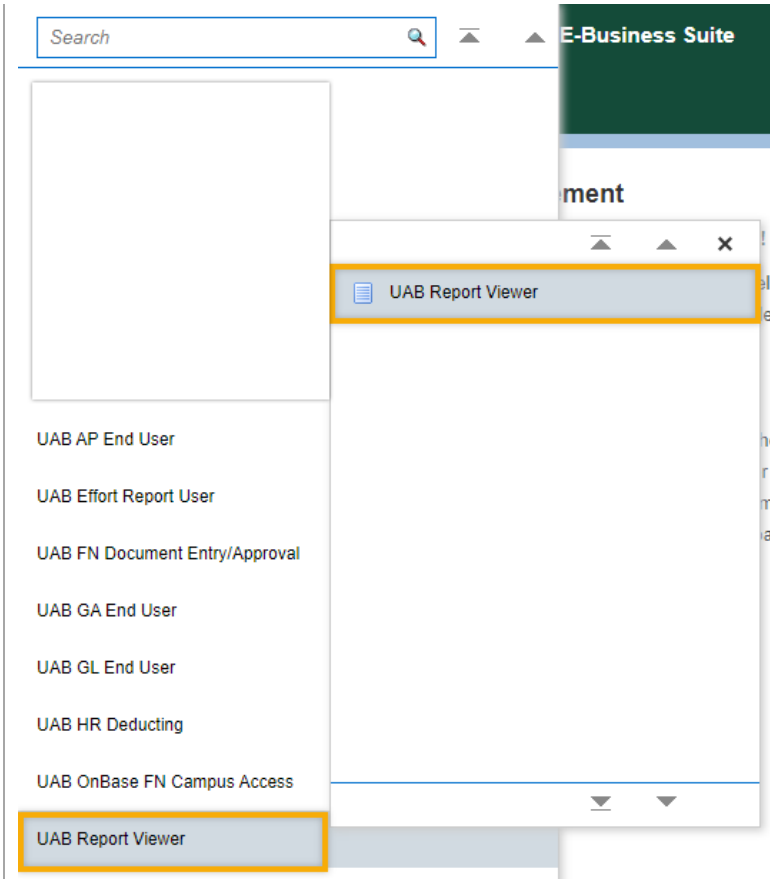
Note

Your report should be available in UAB report viewer when the report execution is complete. Please report problems with request id 97593994.

OK

Navigate to **UAB Report Viewer**

- Click on the **3-lined “hamburger” icon** in the top left corner
- Click **UAB Report Viewer**
- Choose **UAB Report Viewer** from the resulting menu



Locate and view your Payroll Information Extract

- Click the green **View Report** button to download the report as an Excel file to your local machine

UAB Reports -- Self Service Page

Report Filter / Search Parameters

Reports From Date (DD-MON-YYYY):

Reports To Date (DD-MON-YYYY):

Report Group:

Report Name:

Search **Clear**

Viewing UAB Reports For:

Blazer ID: | Full Name: | Employee Number: | Org Name:

Report Group	Report Name	Report Date	Conc Req ID	Blazer ID	Report File Name	View Report	Submitted By	More Info
Payroll Reports	Payroll Information Extract	27-Jun-2022 16:18:33	97593994		payroll_information_extract_97593994.xls	View Report		More Info