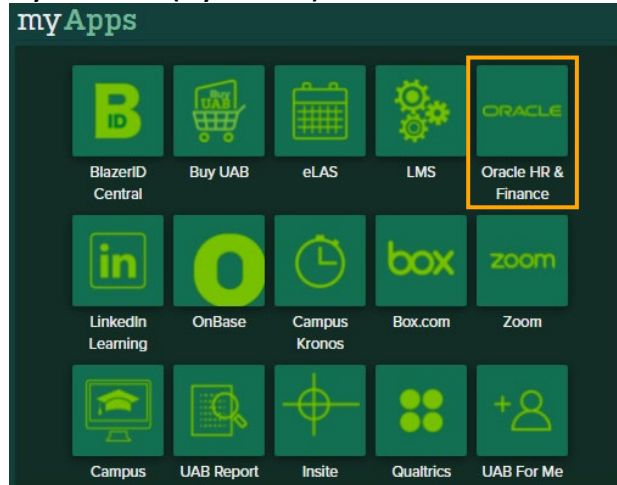


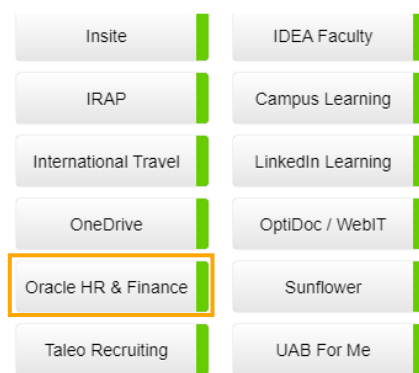
Log in to **Oracle HR & Finance**

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

**myUAB Portal (my.uab.edu)**

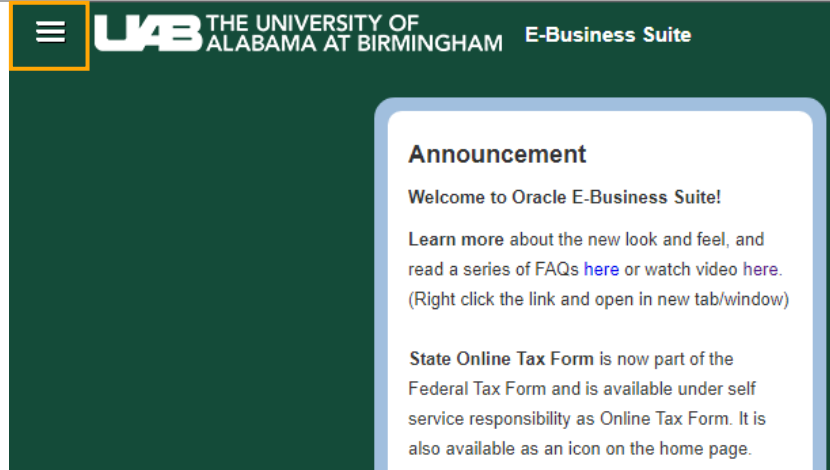


**AdminSys (uab.edu/adminsys)**



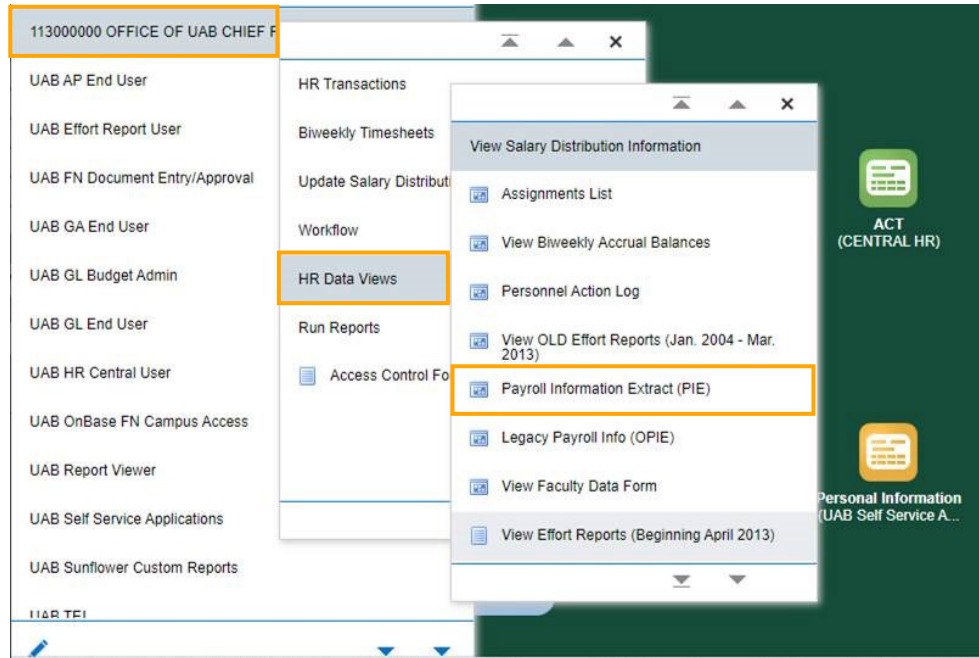
Open the **Oracle Navigator**

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



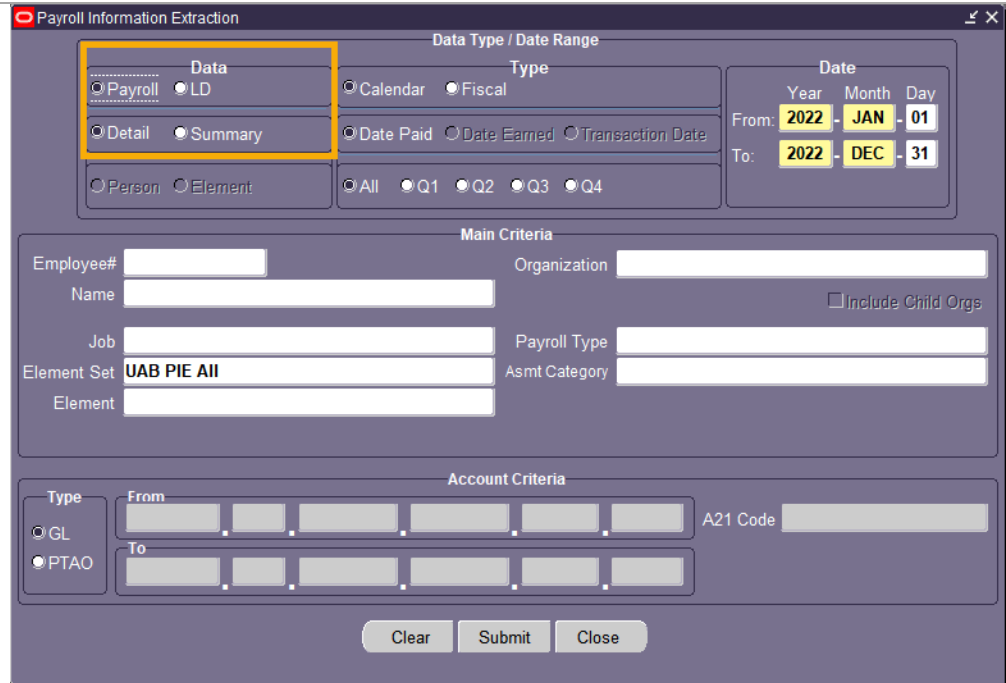
Navigate to Payroll Information Extract (PIE) via your HR Responsibility

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



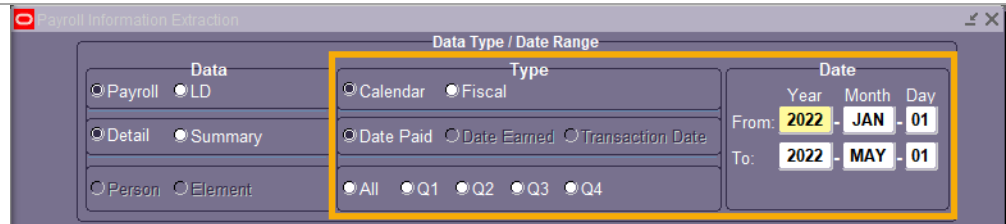
The Payroll Information Extraction form will open in a new Java window

- In the Data section, click the radio button next to **Payroll**
- 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**



**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

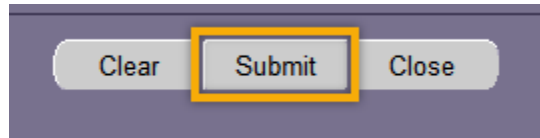
- A single parameter or a combination of parameters can be utilized; however, the information is restricted according to your **HR organizational security**.
- When using **multiple parameters**, the extract reads each parameter as an "AND" statement. All parameters must be "TRUE" before the information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

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

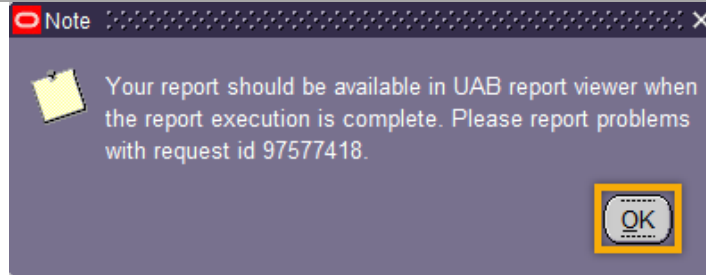
Field	Description	Notes
<b>Employee#</b>	To select an individual by employee number, type in the individual's 7-digit employee number.	
<b>Name</b>	To select an individual by name, type the individual's name (Last Name, First Name) or type a partial value including the percent (%) sign and press the Tab key. A listing of available names will appear.	
<b>Job</b>	Query by Job Code/Job Name.	
<b>Element Set</b>	Data can be filtered according to the Element Set. The default is <b>UAB PIE ALL</b> , and includes all pay elements.	
<b>Element</b>	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.	
<b>Organization</b>	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 <b>Include Child Orgs</b> (orgs within the hierarchy of the selected org number).
<b>Payroll Type</b>	Filter by individuals with a specific payroll type (i.e. Biweekly, Monthly, Trainee, etc.).	Selecting <b>Monthly</b> limits report information to <u>staff employees</u> with a Payroll Type of Monthly based on defined parameters.
<b>Asmt Category</b>	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.

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

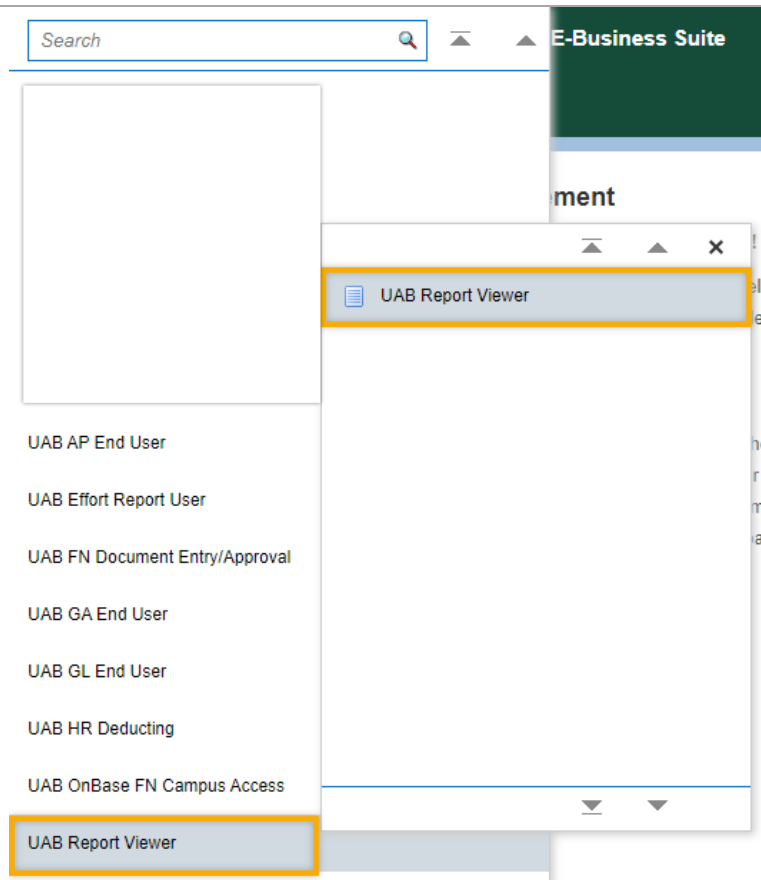


The **Note** box will appear and let you know the request id. The report will be available in UAB Report Viewer.



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: Org Name: 113000010 Financial Affairs Training

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	08-Jun-2022 17:13:18	97577418		payroll_information_extract_97577418.xls	<a href="#">View Report</a>		<a href="#">More Info</a>