

View Effort Report in Worklist Documentation

Semi Annual Effort Reports are delivered to the employee's **PERSONAL WORKLIST** in the Oracle Administrative System. The **PERSONAL WORKLIST** is available on the following responsibilities:

UAB GL End User > Personal Worklist

UAB GA End User > Personal Worklist

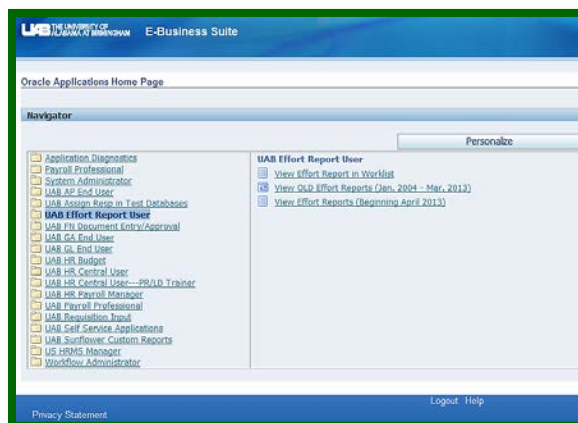
UAB HR Officer > Personal Worklist

UAB FN Document Entry/Approval > Personal Worklist

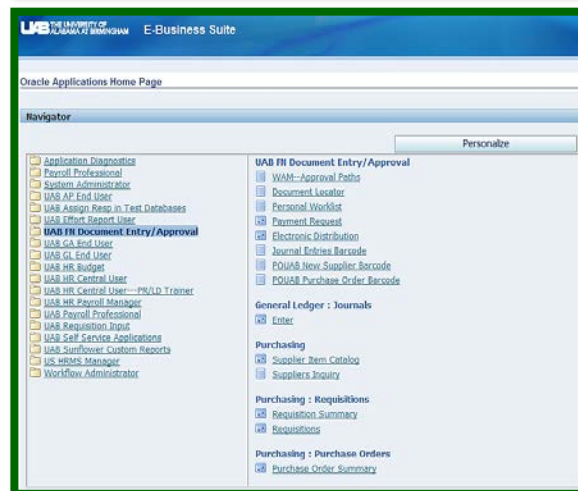
UAB AP End User > Personal Worklist

UAB Effort Report User > View Effort Report in Worklist

1. To **view**, **forward** or **certify** an effort report, navigate to the **UAB EFFORT REPORT USER** responsibility and select the **VIEW EFFORT REPORT IN WORKLIST** menu option.



Or navigate to a responsibility in which the **PERSONAL WORKLIST** menu option is available



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- The **PERSONAL WORKLIST** will launch. Click on the [Effort Report for \(name\)](#) link to open the notification.

The screenshot shows the 'Worklist' interface. At the top, there are buttons for 'View', 'Open Notifications', 'Go', and 'Personalize'. Below these are buttons for 'Select Notifications', 'Open', 'Reassign', and 'Close'. A table lists notifications with columns for 'Select From', 'Type', 'Subject', 'Sent', and 'Due'. The table contains three rows of notifications, all of which are 'WFUAB Message' type.

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	Labor Distribution Effort Reports	Effort Report for Example, Employee	15-APR-2017	
<input type="checkbox"/>	WFUAB Message	Report Sent by UAB Notification Mailer	04-Aug-2014	
<input type="checkbox"/>	WFUAB Message	Report Sent by UAB Notification Mailer	05-Jun-2014	

The screenshot shows the 'Effort Report for Example, Employee' page. It includes a header with the UAB logo and navigation links. The main content area displays the report details, including the employee's name, the report ID, and the period. Below the details is an 'Action History' table and a 'References' section. A red callout box with an arrow points to the 'PDF Attachment' link in the References section, with the text: 'Click on the **PDF Attachment** link to open and view Effort Report'.

Effort Report for Example, Employee

To: Example, Employee
Sent: 20-APR-2017
ID: 213622443

Please Certify the Effort Report generated for Example, Employee, dated from 01-OCT-16 to 31-MAR-2017

DETAILS OF EFFORT REPORT:

EMPLOYEE: Example, Employee
EFFORT REPORT ID: 1234567
PERIOD: 01-OCT-16 to 31-MAR-2017
CREATED BY: Geddam, Satish
NOTES:

See attached PDF below.

Action History

Num	Action Date	Action	From	To	Details
1	20-APR-2017 13:08:16	Submit	Vaughan, Carrie	Example, Employee	

References

- [PDF Attachment](#)

Response

Notes

Return to Worklist

- Click on the appropriate action button. The action buttons on the notifications are dependent on the Individual's role. The result of selecting specific actions determines the status of the effort report. For more information regarding action buttons, [click here](#).

Department Effort Officer (DEO) Action Buttons

[Close](#)
[Forward](#)
[Reassign](#)
[More Information Request](#)

UAB Project Employee Action Buttons


[Certify](#)
[Reject](#)
[Reassign](#)
[More Information Request](#)

UAB Project Employee (Non-faculty 04 Irregular) Action Buttons

[Close](#)
[Forward](#)
[Reassign](#)
[More Information Request](#)

Note: REJECT requires a comment be entered as to why the effort report is being rejected.

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 THE UNIVERSITY OF ALABAMA AT BIRMINGHAM		Effort Certification And Survey Report		Page 1
For The Period 01-OCT-2016 To 31-MAR-2017		Date 15-APR-2017		

Employee Name	Example, Employee	Primary Organization	311403000 Med - Immunology/Rheumatology
Employee Number	1234567	Doc No	1856907

UAB Project Number / GL Account	Task Number	Award Number	Expenditure Organization	Distribution %
Assignment Number: 1234567 GL Related Activities				
3110470.000.213110470.311403000.0000.8102099				11
GL Related Activities Total				11
Sponsored Activities				
CENTERS OF RESEARCH TRANSLATION 320415	07.05	2016395	Saag, Kenneth G 10	30
Multicenter Osteoarthritis Study (MOST) Second Renewal - UAB Clinical Center 327468	01.02	2016030	Lewis, Cora Elizabeth 10	10
CENTERS OF RESEARCH TRANSLATION 320415	01.05	2016395	Saag, Kenneth G 10	5
INDIVIDUALIZED PATIENT DECISION MAKING FOR TREATMENT CHOICES AMONG MINORITIES WITH LUP 323296	01.01	2012614	Singh, Jasvinder 10	36
OVERCOMING TWEAK SIGNALING TO RESTORE MUSCLE AND MOBILITY AFTER JOINT REPLACEMENT 326874	01.01	2014493	Bamman, Marcos M 10	9
Sponsored Activities Total				90
Total Effort For Assignment Number: 1234567				100

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