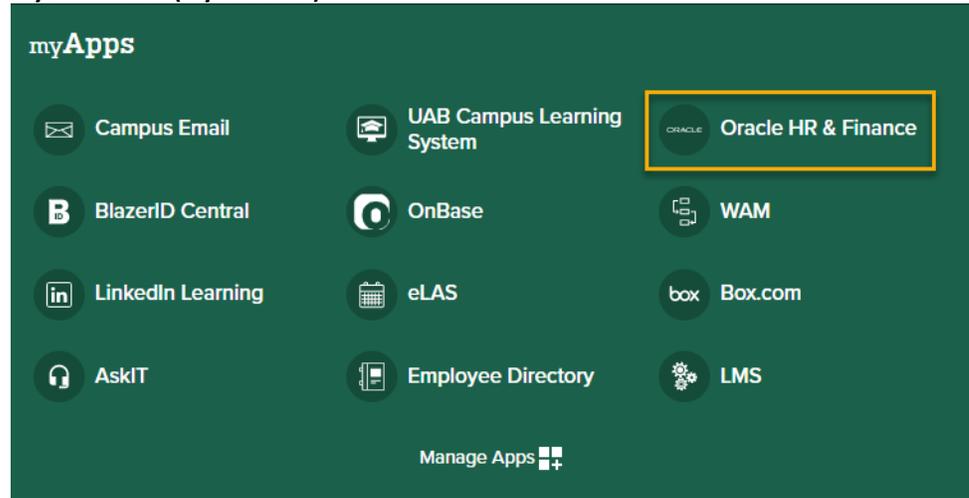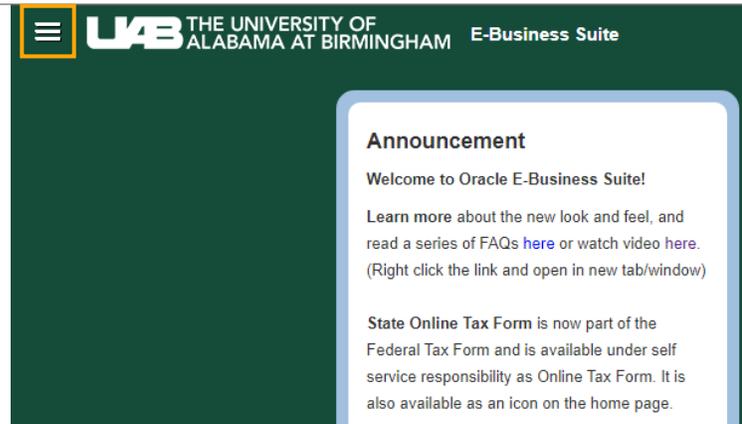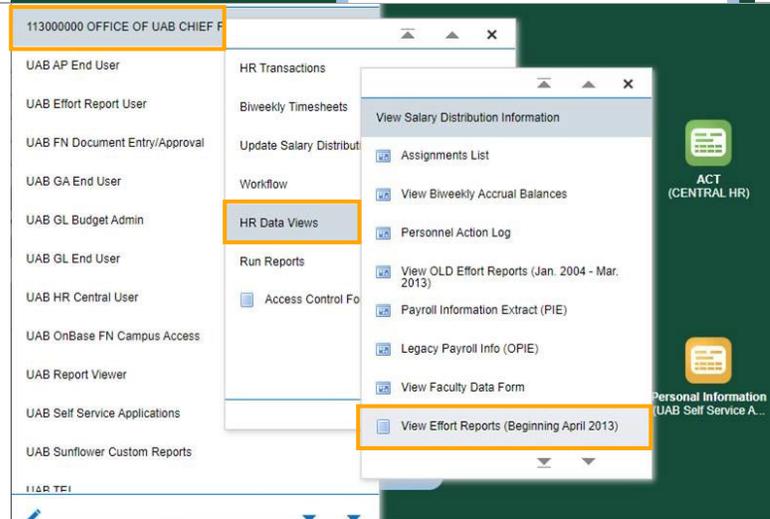|	
Log in to **Oracle HR & Finance** • Navigate to **myUAB** • Locate and click **Oracle HR & Finance**	**myUAB Portal (my.uab.edu)** myApps Campus Email UAB Campus Learning System Oracle HR & Finance BlazerID Central OnBase WAM LinkedIn Learning eLAS Box.com AskIT Employee Directory LMS Manage Apps
Open the **Oracle Navigator** • Click on the **3-lined "hamburger" icon** in the top left corner	THE UNIVERSITY OF ALABAMA AT BIRMINGHAM E-Business Suite **Announcement** Welcome to Oracle E-Business Suite! **Learn more** about the new look and feel, and read a series of FAQs here or watch video here. (Right click the link and open in new tab/window) **State Online Tax Form** is now part of the Federal Tax Form and is available under self service responsibility as Online Tax Form. It is also available as an icon on the home page.
Navigate to View Effort Reports (Beginning April 2013) via your HR Responsibility • Click on the appropriate **HR responsibility** • Select **HR Data Views** • Select **View Effort Reports (Beginning April 2013)**	113000000 OFFICE OF UAB CHIEF F UAB AP End User — HR Transactions UAB Effort Report User — Biweekly Timesheets UAB FN Document Entry/Approval — Update Salary Distribut UAB GA End User — Workflow UAB GL Budget Admin — HR Data Views UAB GL End User — Run Reports UAB HR Central User — Access Control Fo UAB OnBase FN Campus Access UAB Report Viewer UAB Self Service Applications UAB Sunflower Custom Reports UAB TEL View Salary Distribution Information Assignments List View Biweekly Accrual Balances Personnel Action Log View OLD Effort Reports (Jan. 2004 - Mar. 2013) Payroll Information Extract (PIE) Legacy Payroll Info (OPIE) View Faculty Data Form View Effort Reports (Beginning April 2013) ACT (CENTRAL HR) Personal Information (UAB Self Service A...

Use the resulting form to generate your report

- Enter all applicable information into the **search fields**
- Enter the **Period Start Date**
  - 01-OCT-20XX or 01-APR-20XX depending on the reporting period
- Check **Show Only Active Efforts** in the Filters section
- Click **Generate Report** to have an Excel file of the report created and e-mailed to you
- Click **Search** to view the results in the table under Effort Report Details *(see next step)*

rt Search Page:

							Employee Name						Effort Report Year		
							Employee Number						Workflow Status		
							Primary Organization						Period Start Date		
							Document Number								

Filters
☑ Show only Active Efforts
☐ Show only Latest Versions

[Search] [Clear] [Generate Report]

etails

mber	Employee Name	Employee Number	Primary Organization	Start Date	End Date	Effort Report	Status	Log
ucted.								

TUCC.PRODUCTION.CONTROL@uab.edu
Effort Report Status Extract By Organization

effort_rpt_status_extract_96756434.xls
522 KB

If you clicked **Search**:

- View effort reports by clicking **Approved Effort Report.pdf**
- View the worklist location/report comments by clicking **Log**

Effort Report	Status	Log
Approved Effort Report.pdf	NEW	Log