



UAB Self Service Applications: Employee Inquiry Form

The Employee Inquiry Form is available through the Self Service responsibility in the Oracle Administrative System. This form enables employees to view self-service data in one location. Information contained in the report includes personal information (i.e. home address), federal and state tax withholdings, direct deposit instructions and biweekly accruals.

UAB Self Service Applications > Employee Inquiry

The **Employee Inquiry Form** will load.

NOTE: The information contained in the inquiry is accurate as of the date the form is viewed.

Employee Inquiry as of 18-Jul-2014

Full Name	Employee, Example	Employee Number	1234567
SSN	xxxx-xx-1111	Person Type	Employee

Personal Information

Address Line 1	123 Any Street		
Address Line 2			
Address Line 3			
City	Birmingham	County	Jefferson
State	Alabama	Zip	35294

Federal Tax Details

Federal Filing Status	Married	SS Tax Exempt	N
Federal Withholding Allowances	1	Medicare Tax Exempt	N
Federal Addl Withholding Amount	0	EIC Filing Status	No EIC

State Tax Details

Taxation State	Alabama	State Tax Withholding Allowances	1
State Filing Status	"M" Claiming \$3000 Exemption	State Addl Withholding Amount	0

Bank Details

Assignment Num	Priority	Amount	Percentage	Account Type	Bank Transit Code	Account Number	Account Name	Bank Name
1234567	1		100	Checking Account	062000080	123456789	Employee, Example	Wells Fargo

Accrual Details (Balances are as of the last biweekly pay period)

Accrual data will be displayed only if you have biweekly assignment/s.

Biweekly accruals are available for all biweekly employees.

NOTE: Accrual totals are as of the last biweekly pay period.

Accrual Details (Balances are as of the last biweekly pay period)			
Sick Leave Balance	Vacation Leave Balance	Personal Leave Balance	Max Vacation Accrual rate
183.53	167	0	3.7

For instruction on updating **Personal Information**, [click here](#).

Personal Information

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For instruction on updating **Federal Tax Details**, [click here](#).

Federal Tax Details	
Federal Filing Status	Married
Federal Withholding Allowances	1
Federal Addl Withholding Amount	0
SS Tax Exempt	N
Medicare Tax Exempt	N
EIC Filing Status	No EIC

For instruction on updating **State Tax Details**, [click here](#).

State Tax Details	
Taxation State	Alabama
State Filing Status	"M" Claiming \$3000 Exemption
State Tax Withholding Allowances	1
State Addl Withholding Amount	0

For instruction on updating **Bank Details** (i.e. direct deposit) information, [click here](#).

Bank Details								
Assignment Num	Priority	Amount	Percentage	Account Type	Bank Transit Code	Account Number	Account Name	Bank Name
1234567	1		100	Checking Account	062000080	123456789	Employee, Example	Wells Fargo