

HR Ad hoc Reports

Below is a listing of Ad hoc (programmed, unscheduled) reports available to be ran on a as needed basis when using the UAB HR Officer Responsibility. The chart below list the report names as they appear in the Concurrent Manager **Submit Request LOV**, as well as, report format when viewed in the **View Request** menu option. Also provided is whether an email notification is sent to the requestor once the report is generated, and if the report is available in Excel format.

Instructions for setting up report parameters in Concurrent Manager and a explanation of the report, can be accessed by **clicking** on the name of the report you wish to generate.

Report Name	Delivery Location	Email Notification sent to requestor	Delivered Format
ADMUAB Report Responsibilities by Group RPTADM100	View Output	No	PDF
HRUAB ACT Hire Docs in Progress	Email	Yes	Excel
HRUAB ACT Term Docs Completed	Email	Yes	Excel
HRUAB Report UAB Report Internal Organizations RPTHR516	View Output	No	PDF
W F UAB Report Workflow Officer by Organization RPTW F150	View Output	No	PDF
LDUAB Program Assignment Level Labor Distribution Report PKGLD089	UAB Report Viewer	Yes	Excel
HRUAB ACT Docs Transaction Report	UAB Report Viewer	Yes	Excel
HRUAB Annual Budget Documents Report	UAB Report Viewer	Yes	Excel
HRUAB 04 06 NO PAY Report	UAB Report Viewer	Yes	Excel
HRUAB Program Voluntary Faculty Staff Appointments PKGHR124	UAB Report Viewer	Yes	Excel
PRUAB Report Position Hospital RPTPR210 (Position Hospital Control Report)	UAB Report Viewer	Yes	Excel
LDUAB Report Cumulative Salary Status RPTLDCSSR	View Output	No	PDF
HRUAB University Departmental Position Summary Report	UAB Report Viewer	Yes	Excel
WFUAB Report Workflow Officer by Organization Report ALL RPTWF151	View Output	No	PDF