

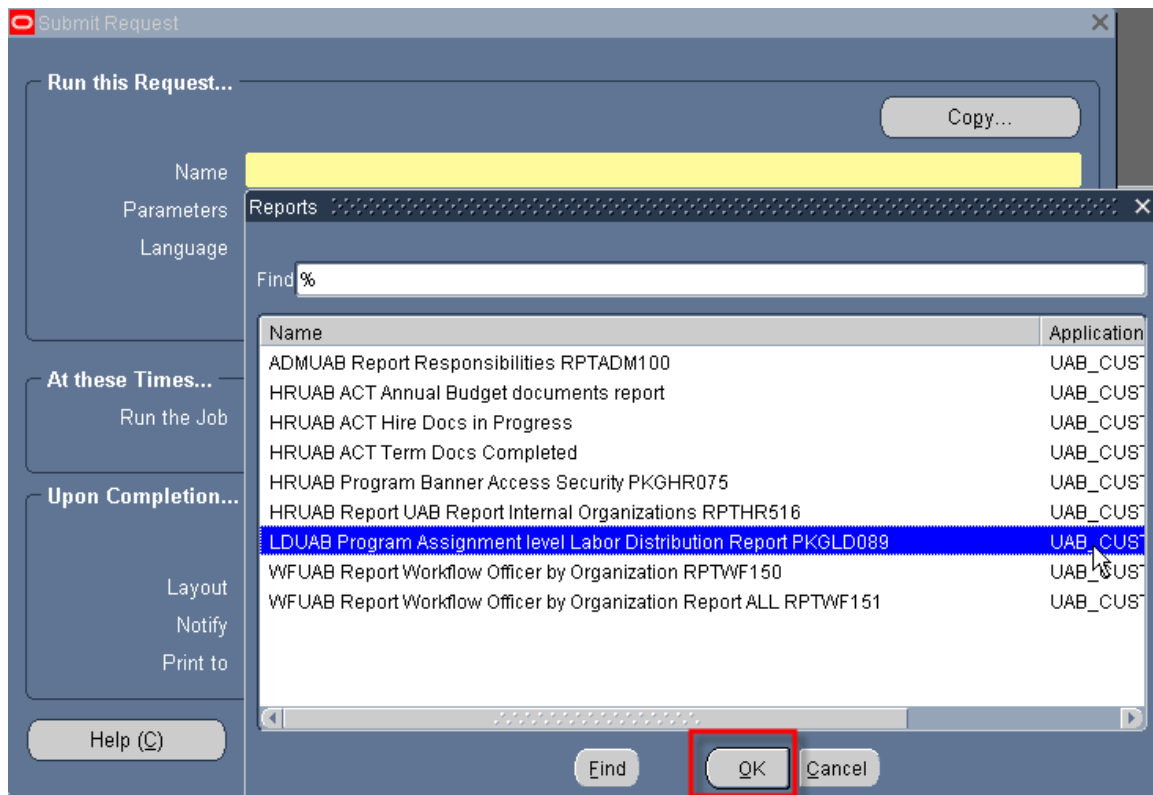
HR Adhoc Reports – University Documentation

LDUAB Program Assignment Level Labor Distribution Report PKGLD089

The **ASSIGNMENT LEVEL LABOR DISTRIBUTION REPORT** provides a listing of the current assignment labor distributions for an organization's employees. The report information is current as of the day the report request is submitted. Future labor distribution changes are not reported. Access is based on HR securities.

UAB HR Officer → Run Reports → Submit Processes → Single Request

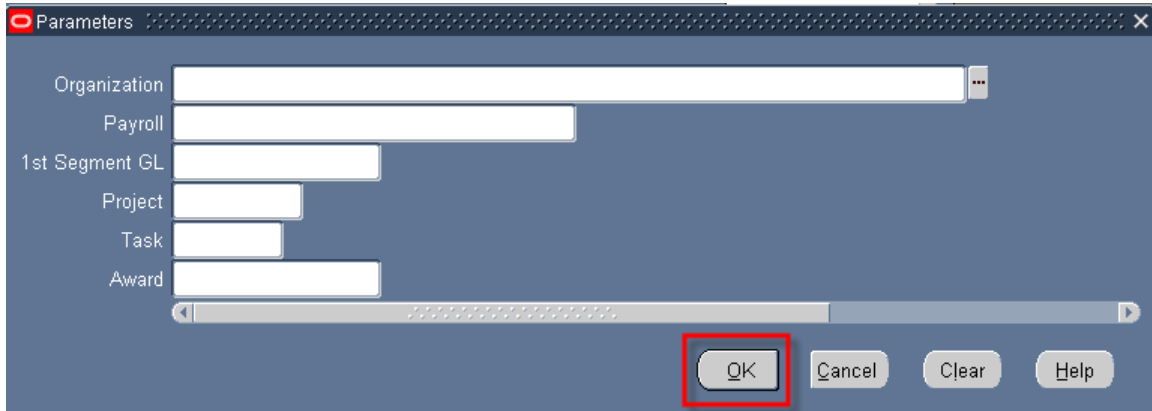
Select **LDUAB PROGRAM ASSIGNMENT LEVEL LABOR DISTRIBUTION REPORT** from the list of values.



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PARAMETERS are available; however, the report may be submitted with no parameters.

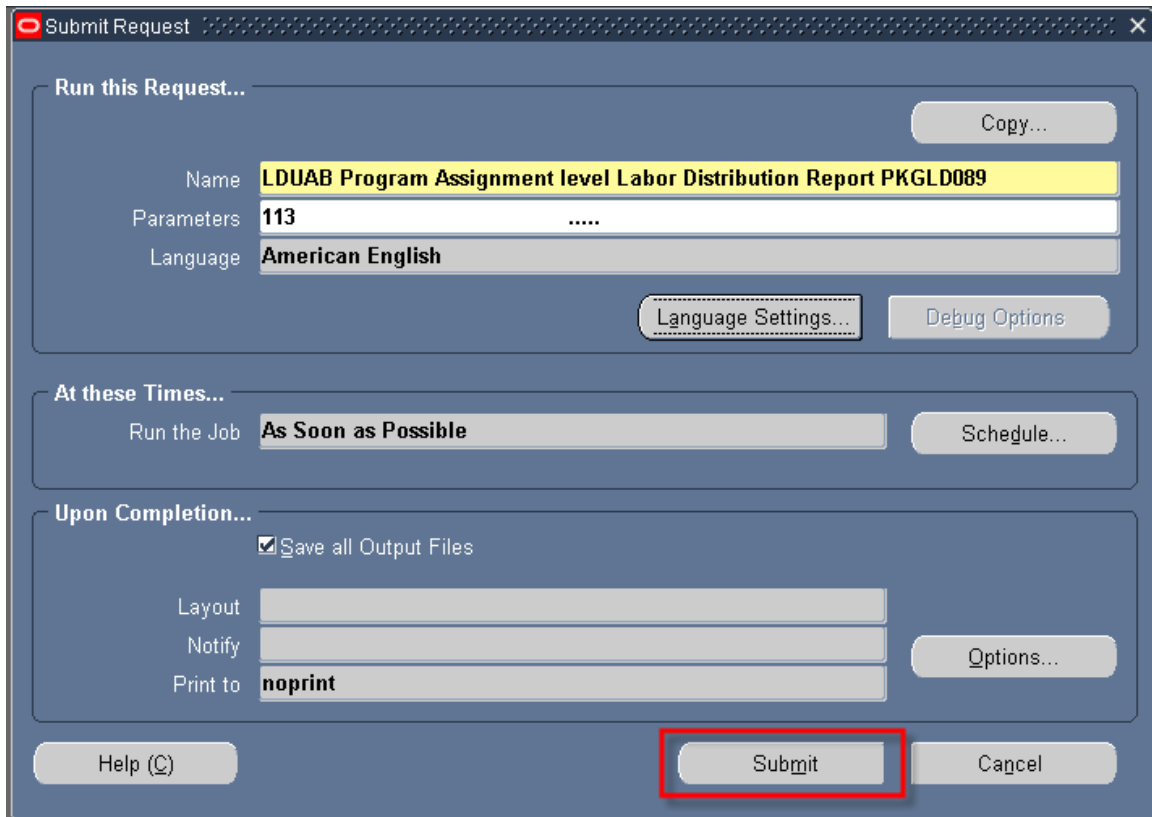


The Parameters dialog box is shown with the following fields:

- Organization
- Payroll
- 1st Segment GL
- Project
- Task
- Award

At the bottom right, the **OK** button is highlighted with a red rectangle. Other buttons include Cancel, Clear, and Help.

After the **PARAMETERS** box closes, the **SUBMIT REQUEST** box will open. Click **Submit**.



The Submit Request dialog box is shown with the following sections and fields:

- Run this Request...**
 - Name: LDUAB Program Assignment level Labor Distribution Report PKGLD089
 - Parameters: 113
 - Language: American English
 - Buttons: Copy..., Language Settings..., Debug Options
- At these Times...**
 - Run the Job: As Soon as Possible
 - Button: Schedule...
- Upon Completion...**
 - ☒ Save all Output Files
 - Layout
 - Notify
 - Print to: noprint
 - Button: Options...

At the bottom right, the **Submit** button is highlighted with a red rectangle. Other buttons include Help (H), Cancel, and Options...

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Once the report phase is complete, the report may be accessed through the **UAB REPORT VIEWER**.

The screenshot shows the 'Requests' window with a table of requests. The first two rows are highlighted with a red box around the 'Phase' and 'Status' columns, both showing 'Completed' and 'Normal'.

Request ID	Name	Parent	Phase	Status	Parameters
5714786	LDUAB Program Assignn		Completed	Normal	, BI-WEEKLY, , , ,
5714783	LDUAB Program Assignn		Completed	Normal	451, , , ,

To access the **UAB REPORT VIEWER**, [click here](#).

Sample Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	FULL NAME	EMPLOYEE NO	ASSIGNMENT NUMBER	PRIMARY FLAG	EMPLOYMENT CATEGORY	PAYROLL NAME	ASSIGNMENT ORGANIZATION	JOB	POSITION	FTE	ANNUAL SALARY ROLLUP	START DATE	END DATE	ACCOUNT STRING	AWARD TYPE	PERCENTAGE
1																
2	Employee A	1234567	1234567.2	N	99	Supplemental	123456789 - UAB Org 2M106N0	123456789.6000		1	0	01-APR-04	31-DEC-12	3100019.000.213100019.311401800.0000.8103020		100
3	Employee B	1234568	1234568.3	Y	01	Biweekly	123456789 - UAB Org RA301N1	123456789.2530		1	29120	19-AUG-07	30-APR-11	304301.01.01.2002292.10.8104010	FEDERAL	20
4	Employee B	1234568	1234568.3	Y	01	Biweekly	123456789 - UAB Org RA301N1	123456789.2530		1	29120	27-APR-08	30-NOV-08	309287.01.01.2004921.10.8104010	FEDERAL	80
5	Employee C	1234569	1234569	Y	01	Biweekly	123456789 - UAB Org RL121N0	123456789.7350		1	34008	01-OCT-07	31-MAR-09	301354.04.11.2000724.10.8105010	GRI	95
6	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-AUG-07	31-AUG-08	224045.01.01.1524045.10.8103020	FEDERAL	2
7	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-APR-07	31-DEC-12	2101084.000.123100000.311401800.0000.8103020	FEDERAL	5
8	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-OCT-07	30-JUN-09	221023.01.01.1521023.10.8103020	FEDERAL	5
9	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-NOV-07	31-JUL-08	226280.01.01.1526280.10.8103020	PASSTHRU	5
10	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-NOV-07	29-SEP-08	300476.10.02.2004139.10.8103020	FEDERAL	3
11	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-NOV-07	31-JUL-08	306810.01.01.2003614.10.8103020	PASSTHRU	3
12	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-DEC-07	31-DEC-12	2100114.000.123100000.310009100.0000.8103020		5
13	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-DEC-07	30-SEP-08	221987.19.01.1521987.10.8103020	FEDERAL	35
14	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-DEC-07	30-NOV-08	305532.01.02.2004439.10.8103020	PASSTHRU	5
15	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-JAN-08	31-MAR-09	307894.01.01.2004196.10.8103020	PASSTHRU	8
16	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-JAN-08	31-DEC-12	3108137.000.413108137.311401800.0000.8103020		5
17	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3	123456789.0400		1	70013	01-FEB-08	30-SEP-08	307896.01.01.2004197.10.8103020	PASSTHRU	5

Additional Information

- Report will include all employees/trainees to which the requestor has access
- Each labor distribution is reported on a separate line
- Start and end dates refer to the labor distribution
- Labor distribution detail is as of the date that the report was submitted. Future funding changes are not reflected.