

## Running Ad-hoc Reports

Ad-hoc reports are available in the UAB HR Officer, UAB GA End User and UAB GL End User responsibilities. End users can run these reports as needed.

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**UAB HR Officer → Run Reports → Submit Processes**

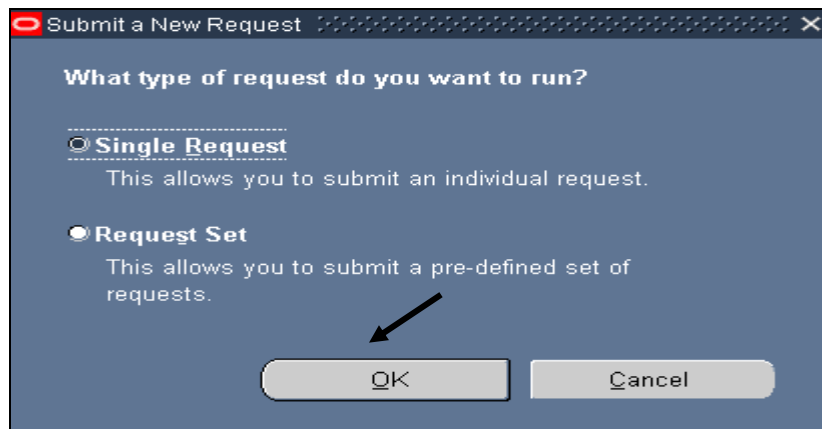
**UAB GA End User → Reports → Run**

**UAB GL End User → Reports → Run**

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A window will open asking which type of request to submit to the system. The default selection is **SINGLE REQUEST**.

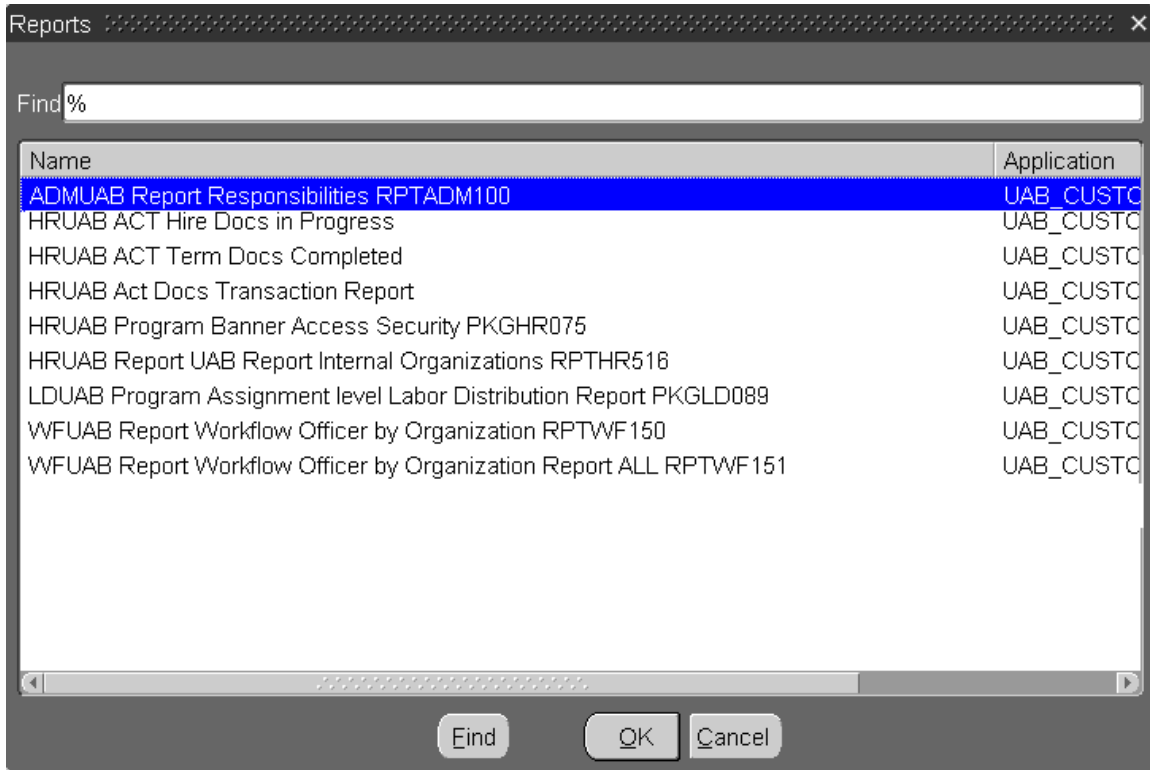
1. Leave this option selected and click on the **OK** button.



2. The **SUBMIT REQUEST** window will open. Click on the LOV button in the **NAME** field; a list of available reports will appear.

A screenshot of the "Submit Request" window. It has several sections: "Run this Request..." with fields for Name, Parameters, and Language, and a "Copy..." button; "At these Times..." with a field for "Run the Job" set to "As Soon as Possible" and a "Schedule..." button; and "Upon Completion..." with a checked "Save all Output Files" checkbox and fields for Layout, Notify, and Print to. There are also "Language Settings..." and "Debug Options" buttons. At the bottom are "Help (C)", "Submit", and "Cancel" buttons. An arrow points to the LOV button (three dots) in the Name field.

## Run Reports Documentation Submit Processes



Click on the link below to for a detailed explanation of each HR ad-hoc report.

[ADMUAB Report Responsibilities by Group RPTADM100](#)

[HRUAB ACT Hire Docs in Progress](#)

[HRUAB ACT Term Docs Completed](#)

[HRUABACT Docs Transaction Report](#)

[HRUAB Report UAB Report Internal Organizations RPTHR516](#)

[LDUAB Program Assignment Level Labor Distribution Report PKGLD089](#)

[WF UAB Report Workflow Officer by Organization RPTWF150](#)

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