

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.

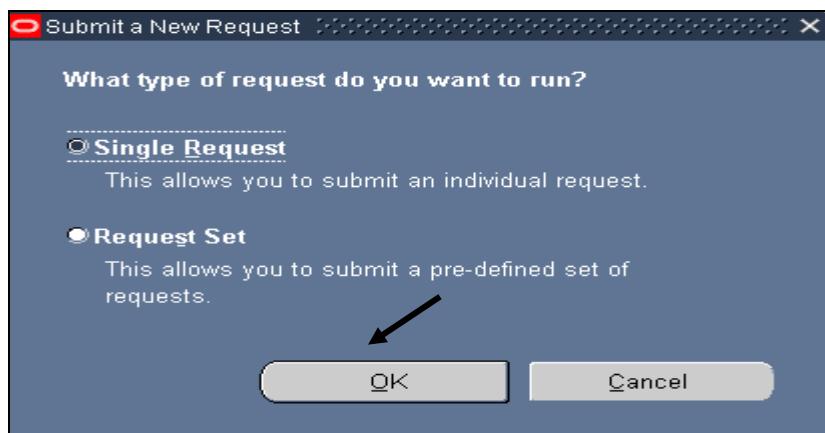
UAB HR Officer → Run Reports → Submit Processes

UAB GA End User → Reports → Run

UAB GL End User → Reports → Run

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

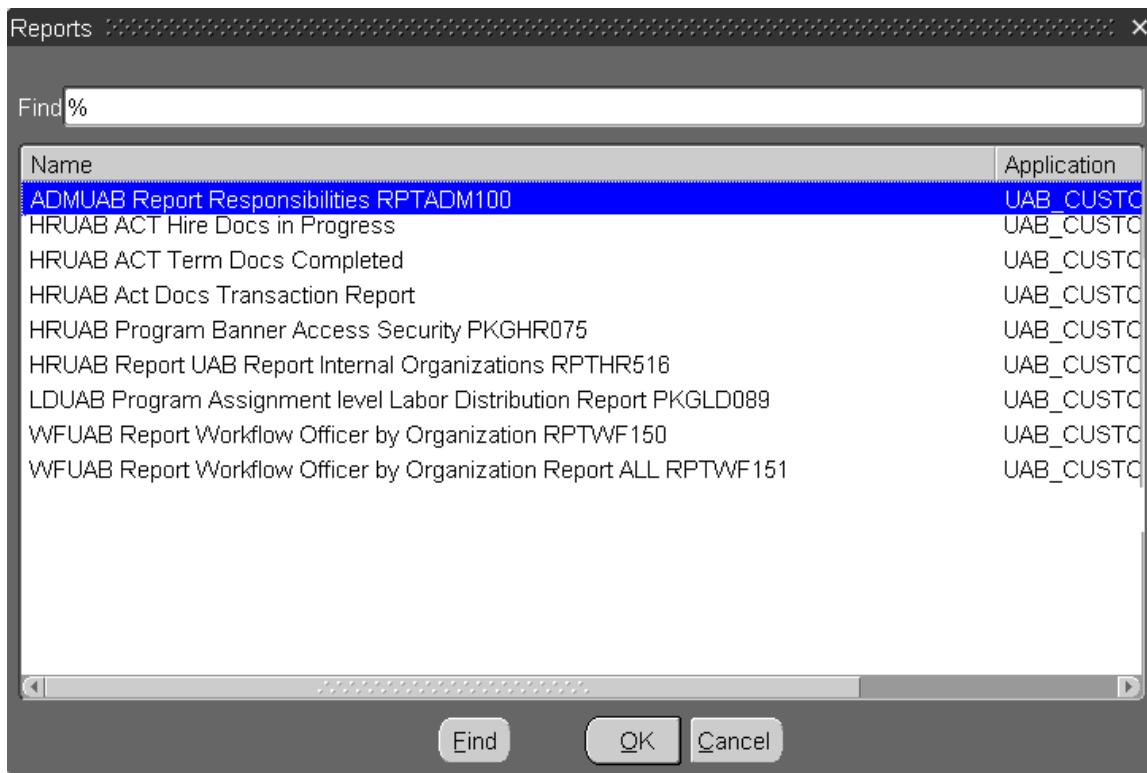
1. Leave this option selected and click on the **OK** button.



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



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**](#)

[**HRUAB ACT Docs Transaction Report**](#)

[**HRUAB Report UAB Report Internal Organizations RPTTHR516**](#)

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

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

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