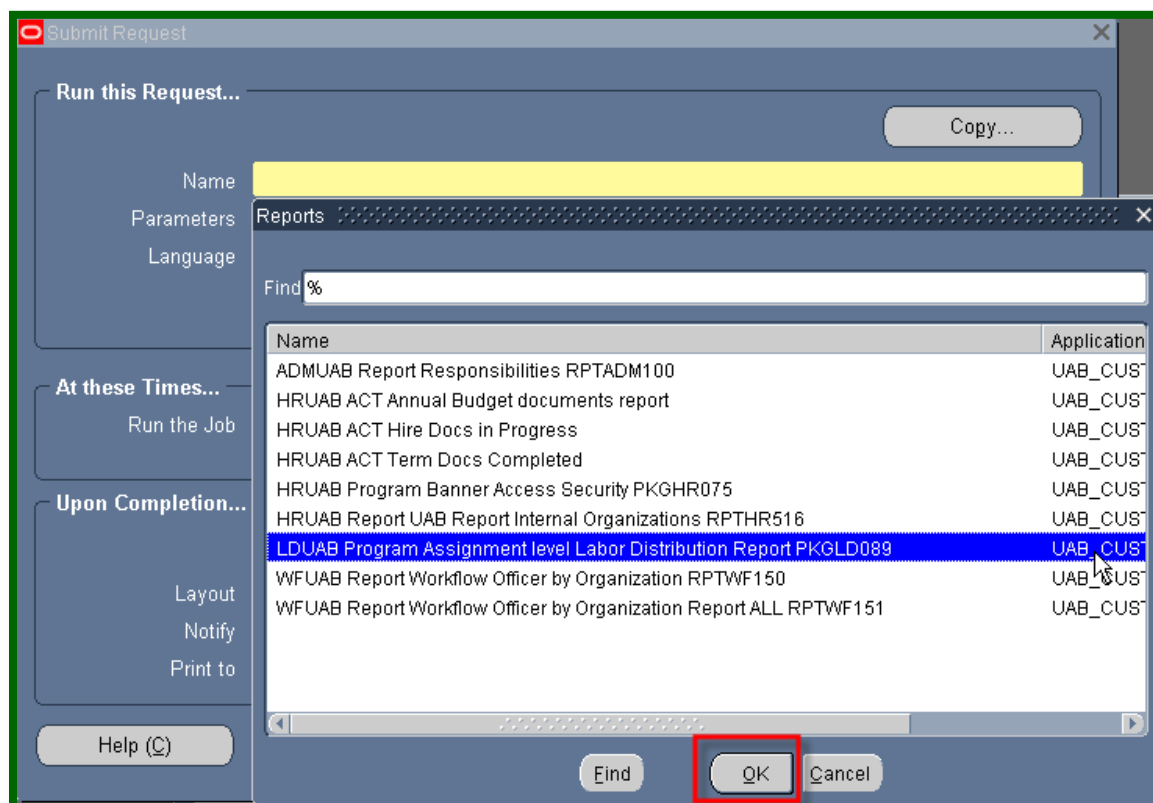


**HR Adhoc Reports – University Documentation**  
**LDUAB Program Assignment Level Labor Distribution Report PKGLD089**

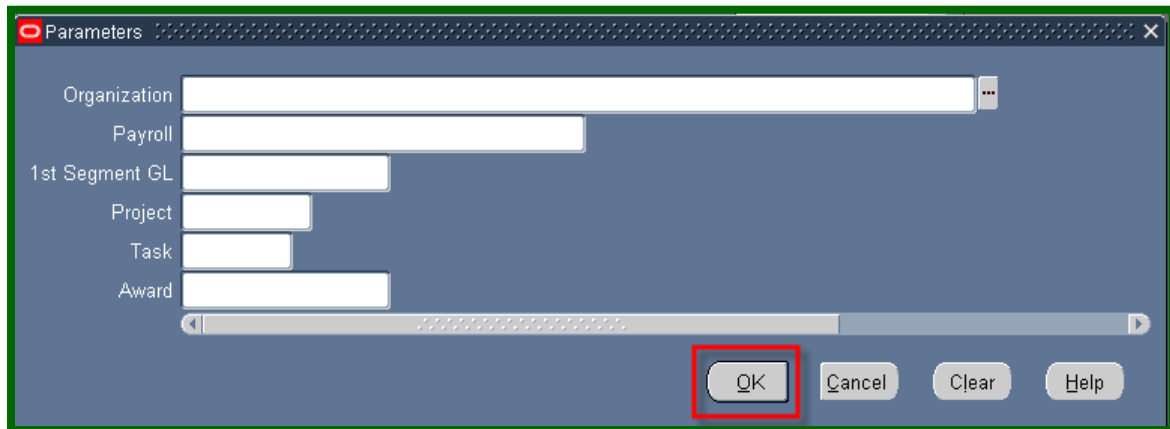
The **ASSIGNMENT LEVEL LABOR DISTRIBUTION REPORT** provides a listing of the current assignment labor distributions for an organization’s employees. The report information is current as of the day the report request is submitted. Future labor distribution changes are not reported. Access is based on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

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

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

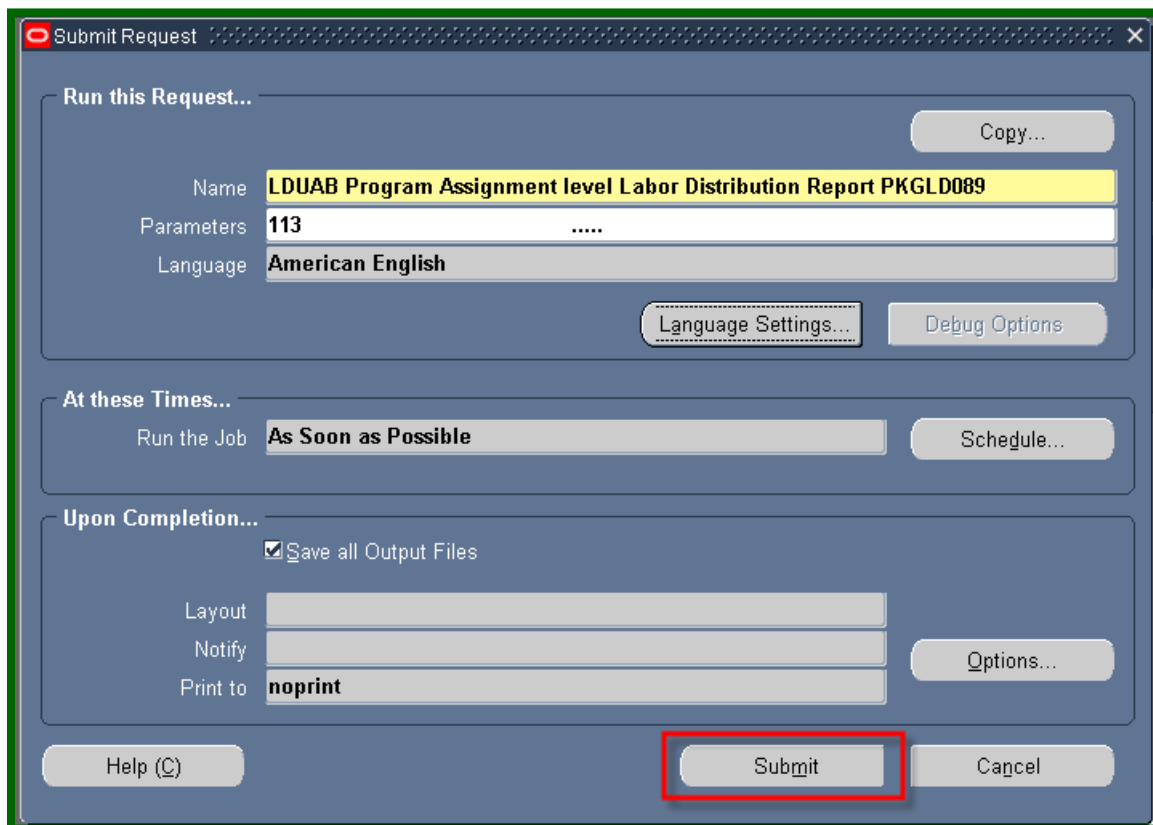


**PARAMETERS** are available; however, the report may be submitted with no parameters.



The Parameters dialog box contains several input fields: Organization, Payroll, 1st Segment GL, Project, Task, and Award. Each field has a corresponding text box. At the bottom right, there are four buttons: OK, Cancel, Clear, and Help. The OK button is highlighted with a red rectangular box.

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

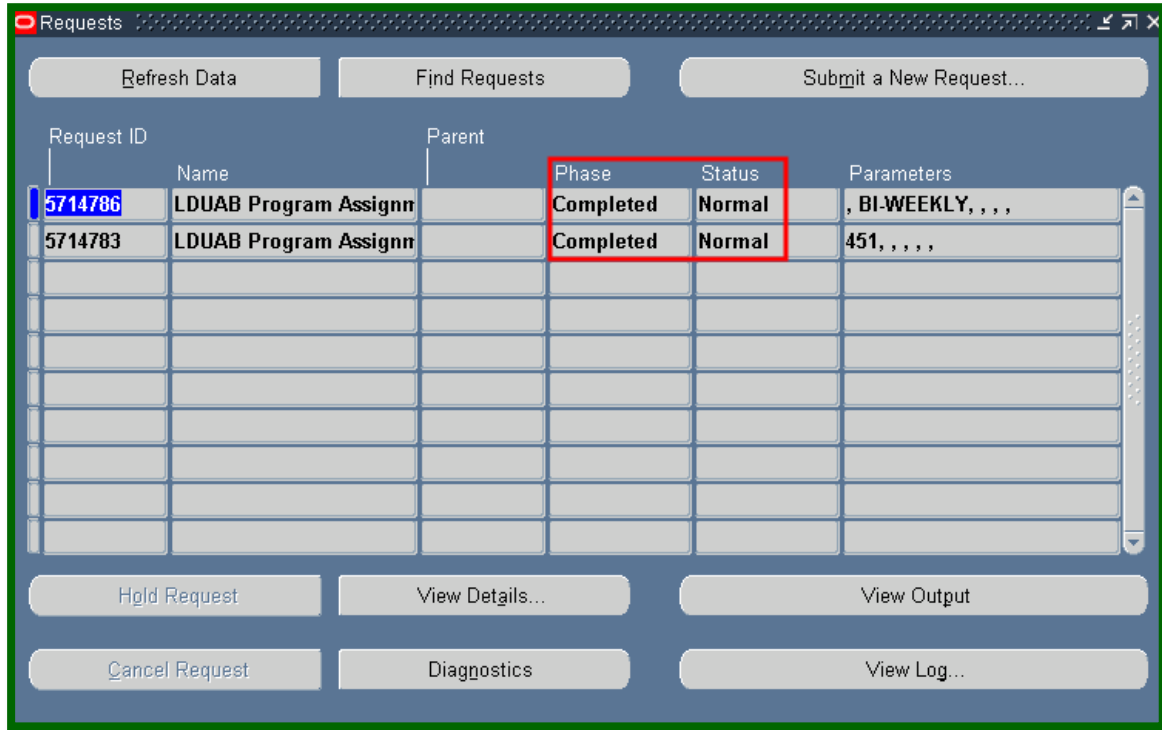


The Submit Request dialog box is divided into three sections: "Run this Request...", "At these Times...", and "Upon Completion...".

- Run this Request...:** Includes a "Copy..." button, a "Name" field with the value "LDUAB Program Assignment level Labor Distribution Report PKGLD089", a "Parameters" field with the value "113", and a "Language" field with the value "American English". There are also "Language Settings..." and "Debug Options" buttons.
- At these Times...:** Includes a "Run the Job" field with the value "As Soon as Possible" and a "Schedule..." button.
- Upon Completion...:** Includes a checked checkbox for "Save all Output Files", a "Layout" field, a "Notify" field, a "Print to" field with the value "noprint", and an "Options..." button.

At the bottom, there are three buttons: Help (H), Submit, and Cancel. The Submit button is highlighted with a red rectangular box.

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



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 ZM106N0.6	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.L	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.L	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.F	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.D	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.D	123456789.0400		1	70013	01-APR-07	31-DEC-12	2101084.000.123100000.311401800.0000.8103020		5
8	Employee D	1234566	1234566	Y	01	Monthly	123456789 - UAB Org IS102E3.D	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.D	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.D	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.D	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.D	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.D	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.D	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.D	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.D	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.D	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.