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.
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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