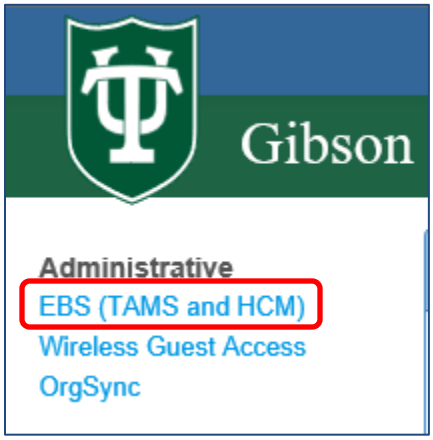
Instructions to access the new Oracle EBS Combined Labor Reports

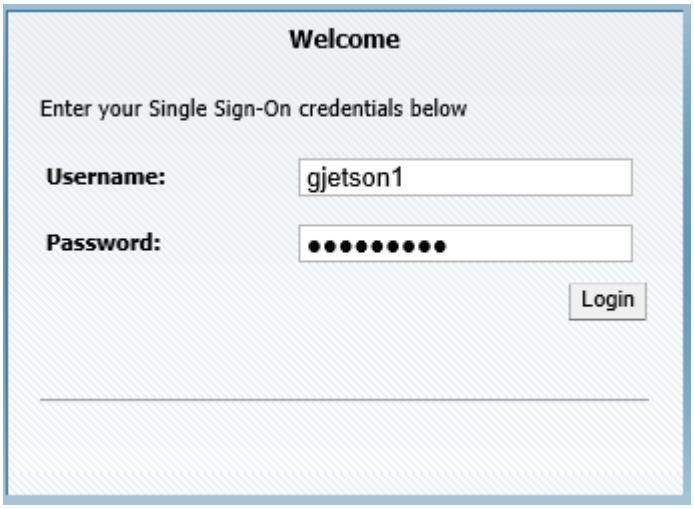
Note: These instructions apply to combined labor beginning with the AUG-13 reports; contact the Payroll Office for previous reports

1) Go to Gibson Online (https://gibson.tulane.edu/) and enter your user ID and password

2) Under the Administrative heading, click EBS (TAMS and HCM)

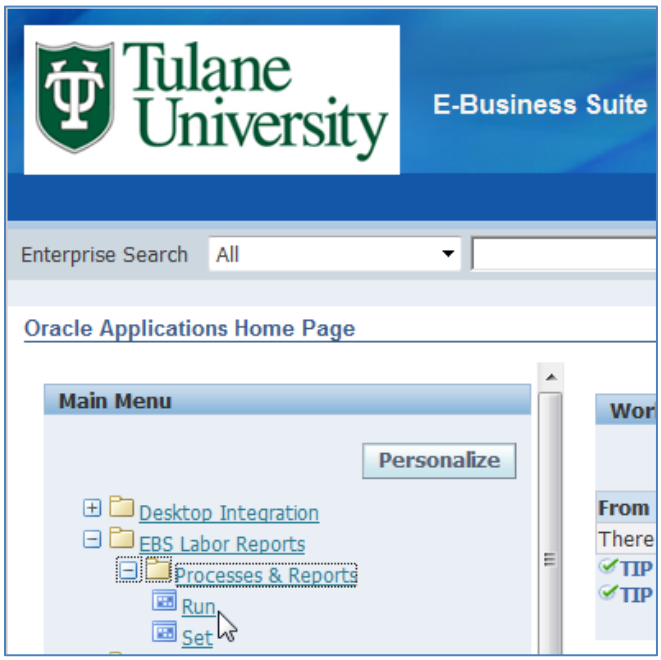


3) When the Oracle EBS login screen opens, enter your Single Sign-On (network) user ID and password

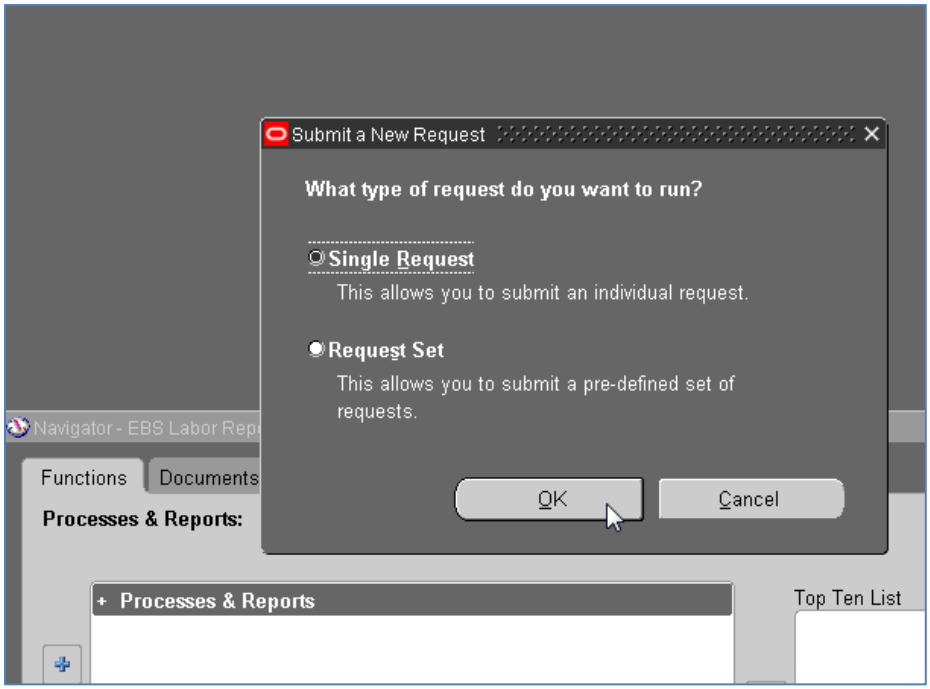


4) From your Main Menu, click **EBS Labor Reports**, then click **Processes & Reports,** then **Run**

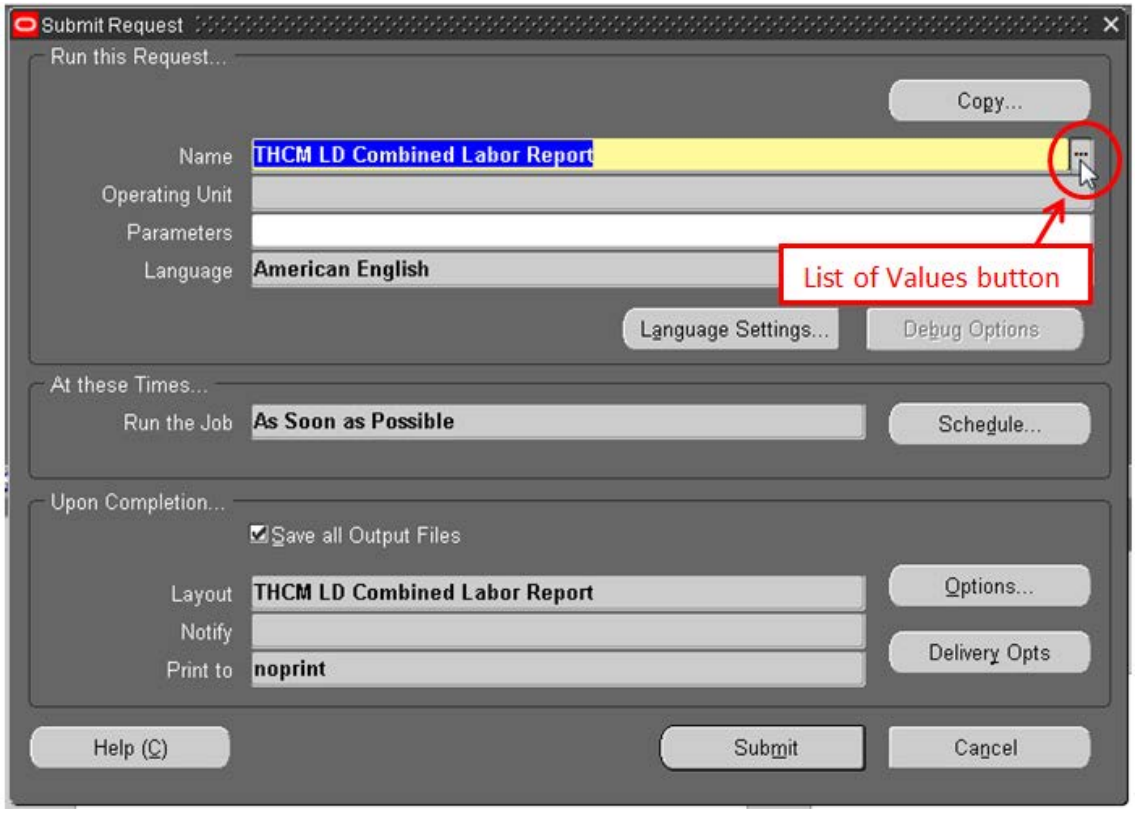
- This process will initiate Java which opens EBS



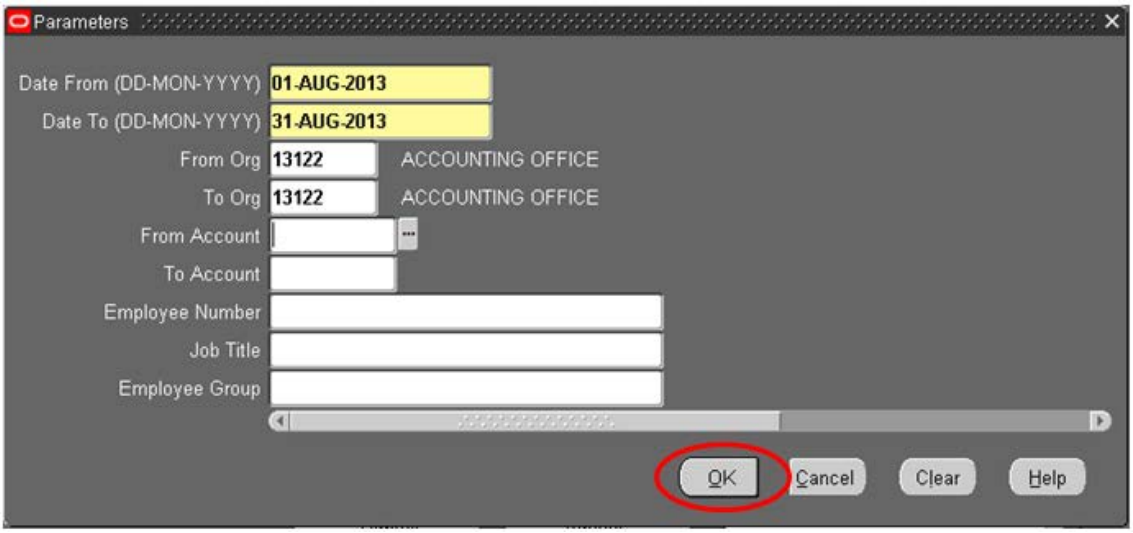
5) When the Submit a New Request dialogue box appears, choose Single Request (the default) then click OK



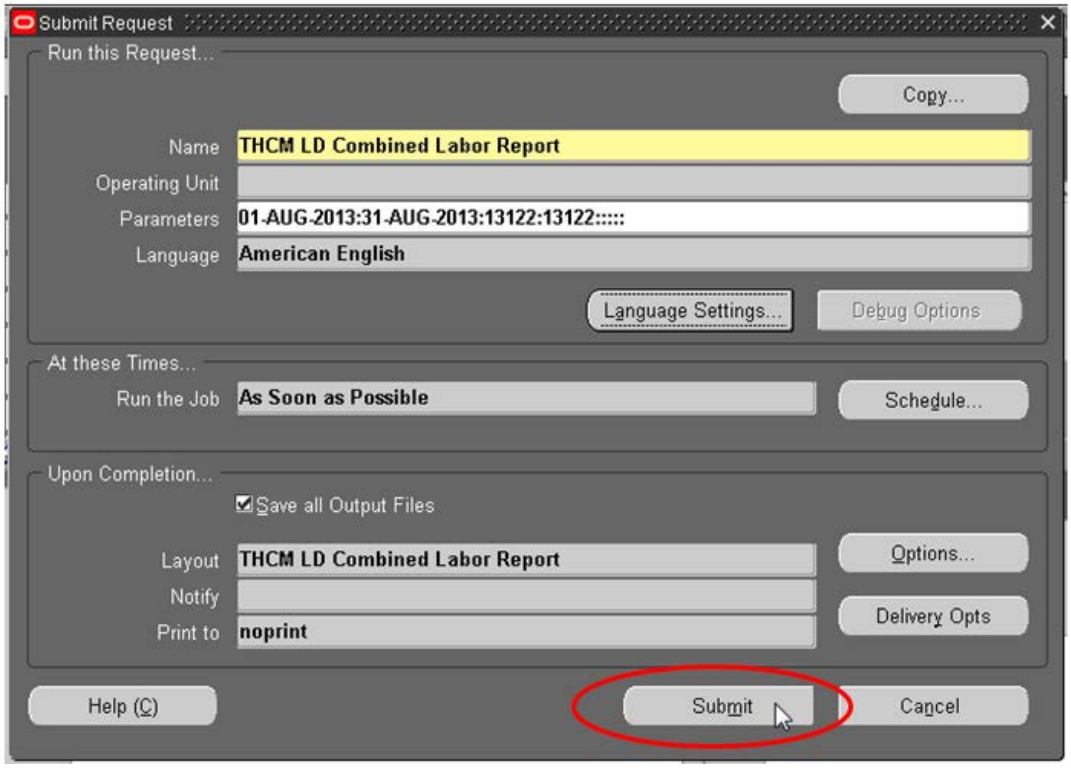
6) Click on the List of Values button and choose THCM LD Combined Labor Report to open the Parameters box



7) When the Parameters box appears, enter your desired parameters
    - The yellow fields are required
    - To pull in the entire month of of payroll activity (including one monthly and two biweekly runs), enter the first and last day of the month in the date parameter fields
        - The EBS date format is DD-MMM-YYYY (Example: 01-AUG-2013)
        - Once a payrun is posted in EBS (Biweekly or Monthly), you can query a report for the activity; you do not need to wait until the end of the month
    - Enter only your organization number to return activity on all account distributions in your org within the date parameters you chose
        - You can refine your search by including an account (or account range), employee number, job title and/or employee group
8) After completing your desired parameters, click OK to open the Submit Request box

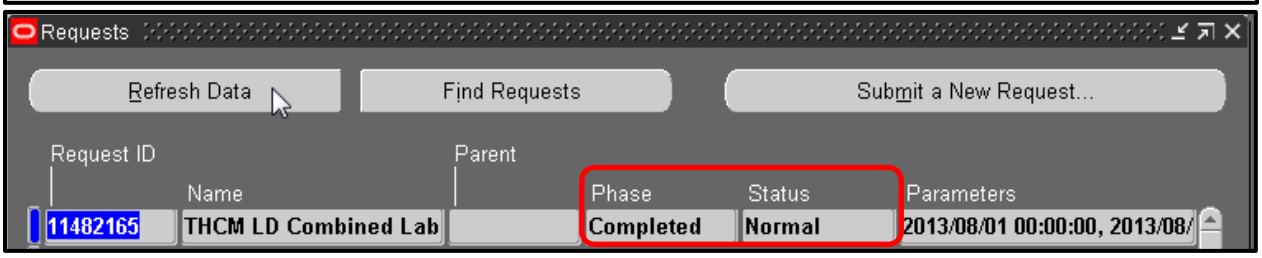


9) Click the Submit button on the Submit Request box

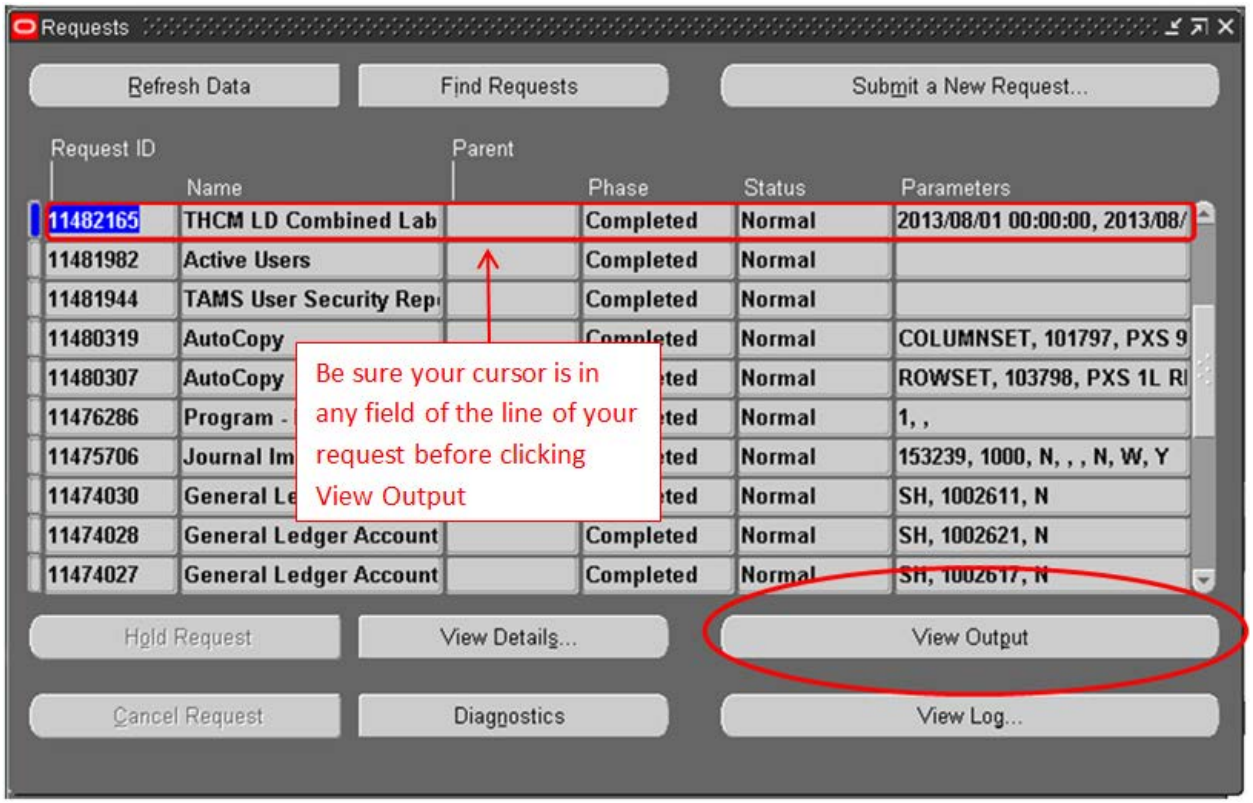


10) The Requests screen will open to display the status of your report request

- <u>Click Refresh Data occasionally</u> to refresh the status of your request
- The report is complete when the Phase reads "Completed" and the Status reads "Normal"
- The report can take up to a couple of minutes to run depending on the volume of your data



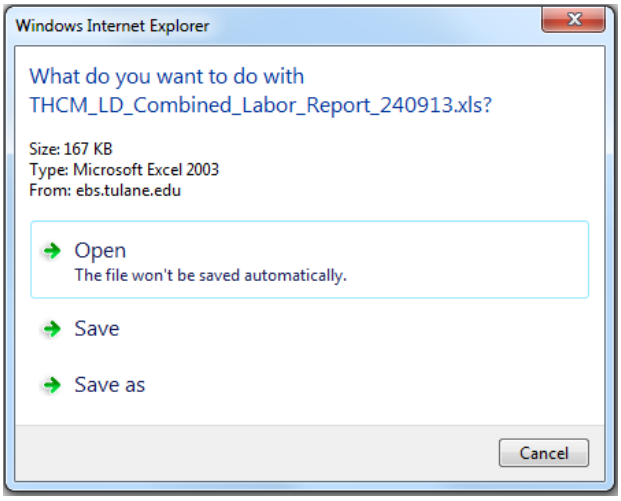
11) When the report has completed, click anywhere on the line of your report request, then click View Output



12) When the Windows Internet Explorer box opens, choose one of the following:

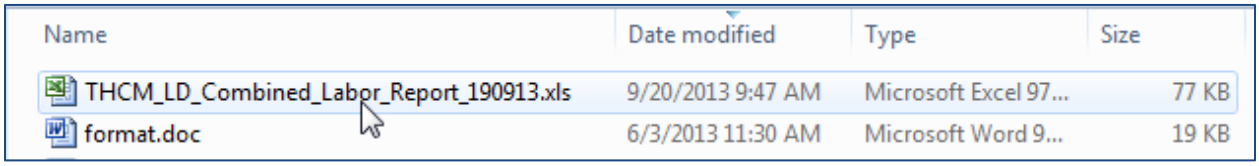
- Open: Depending on security settings on your machine, this option may require further steps
- Save: Saves the file in Excel format in the default folder, Local Disk (C:) => Users => *your user folder* => Downloads
- Save as: RECOMMENDED. Saves the file in Excel format in whichever location you choose

  NOTE: If your Windows Internet Explorer box does not offer the "Save As" option, choose Open to open the report, then save it in Excel format (.xls) in whichever location you choose

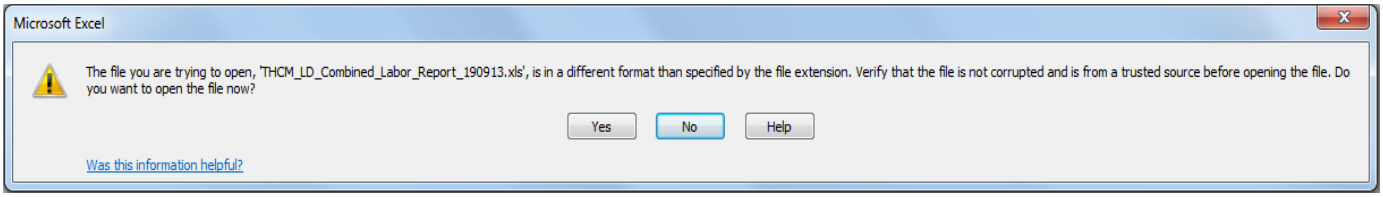


13) Select the report from the location in which you saved it

- The default name of the report is THCM_LD_Combined_Labor_Report_DDMMYY *(the date you ran the report)*



14) Depending on your version of Excel, you may receive the warning message shown below when opening the report; disregard this message and click Yes

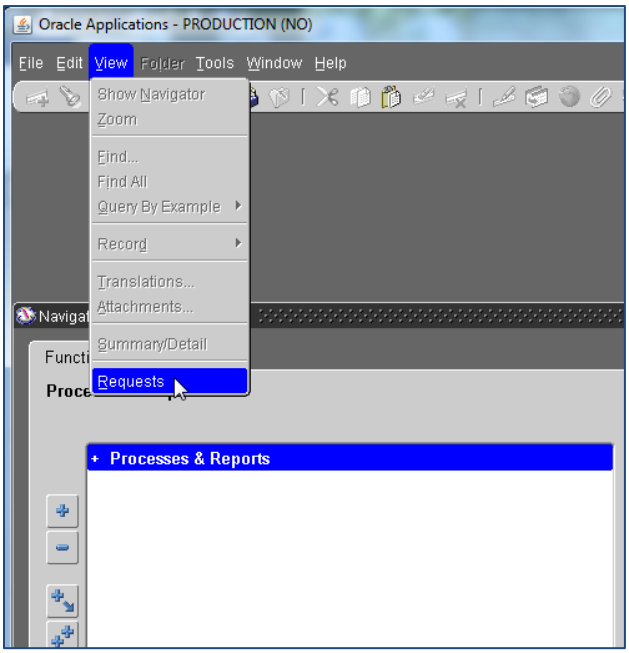


15) The report will open in Excel with the following formatted columns:

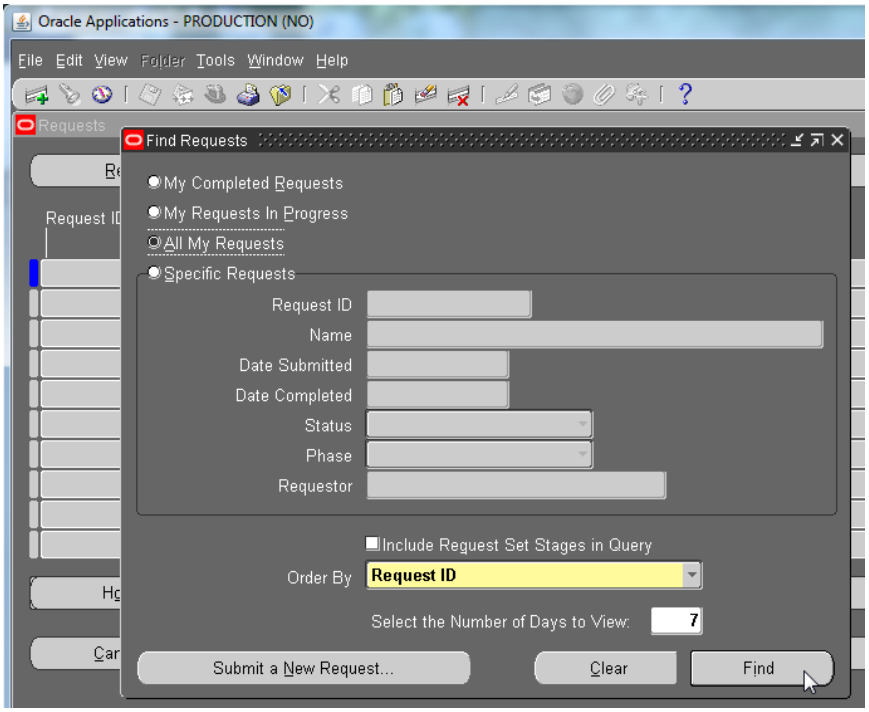
- Employee No.
- Assignment Number
- Employee Name
- Employee Title
- Employee Group
- Period End Date
- Org Number
- Project/Acct No
- Task
- Award
- Dept Use
- Natural Acct
- Regular
- Stipend-Taxable
- Stipend-Non Taxable
- Overtime
- Retro
- Non-Salary Pay
- Total Labor
- Total Fringe
- Total All
- Fringe Percentage

TIP: You can always go back to the Requests screen to re-access your report if necessary by following these steps:

1) From your Navigator window, click View => Requests



2) When the Find Requests box appears, accept the default (All My Requests) and click Find



3) The Requests box will appear showing all of your previous report requests

4) Follow steps 12 through 16 above