MyResearch Personnel Report

Note: The report provides all personnel currently funded on Cost Objects (Fund Codes) for the selected PI, including the percent of effort for each employee on the selected Cost Objects.

1. From the MyResearch Reports page, click on the MyResearch Personnel Report (underlined link) to display the report’s selection screen.

On the MyResearch Personnel Report Variable Entry page:

2. To run the report for a particular Principal Investigator (PI), enter the Duke Unique ID (DUID) for the PI in the Responsible Person field or search by name to find the DUID per the Tips for Selecting Criteria for Reports Labeled as MyResearch section of this Guide:

3. After completing the desired selection fields, click Check and OK buttons.

On the resulting MyResearch Personnel Report:

4. Review the columns of data as follows:
   - **Cost Object** - The 7 digit Cost Object (Fund Code) and description.
   - **Person** – the Duke Unique ID (DUID) and name of the employee funded from the Cost Object (Fund Code).
   - **Organizational Unit** – The 8 digit HR/Payroll organizational unit, as well as the associated 10 digit financial Org. Unit (BFR Code) and description to help identify the school or division.
   - **Valid From** – The date that the percentage is valid from based on the most recent cost distribution processed in SAP (could be from a future dated cost distribution if already processed).
   - **Cost Object Percent** – The percentage funded from this Cost Object (Fund Code) for that employee.