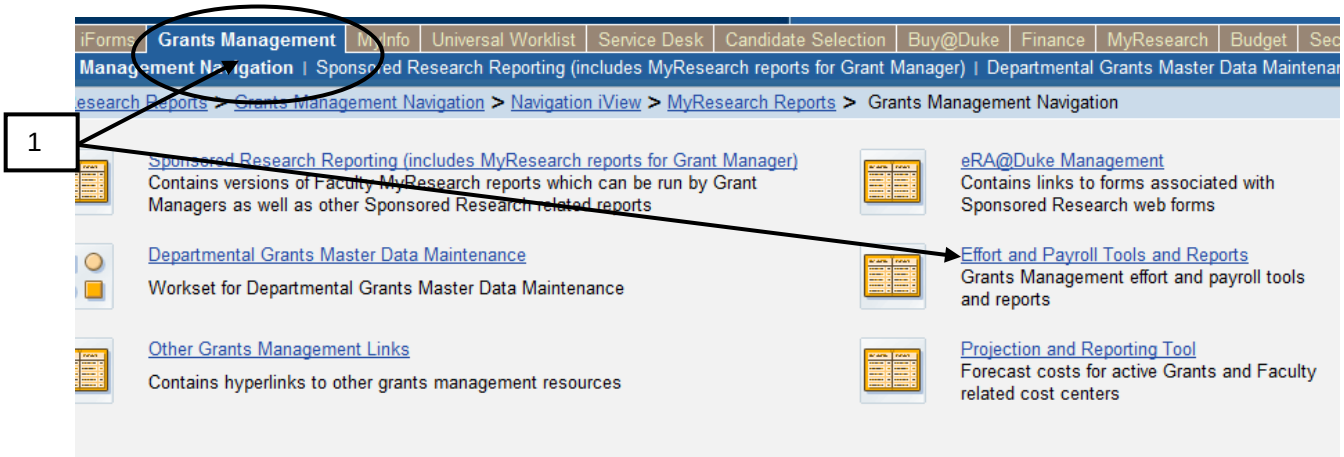
Effort and Payroll Tools and Reports

On the Duke@WORK portal, the Grants Management tab contains links to many online tools and reports that Grants Managers and other staff may use in support of sponsored research. This section of the guide covers how to access and use the various reports located in the link for ***Effort and Payroll Tools and Reports***. This link includes several tools such as the Employee Data Search to display employee data and create iForms, as well as the iForms Status Overview. This link also includes many effort and payroll related reports, such a as some MyResearch effort and payroll related reports, Accounting View of Payroll report, other Cost Distribution reports, and the Weighted Average Report.

As background, the MyResearch reports were developed specifically for Faculty designated as Person Responsible 1 or 2 (Primary Principal Investigator or Co-Principal Investigator) for WBS Elements and Responsible Person for Cost Centers (specifically for 4xx allocated funds). Faculty have these reports available to use in their ***MyResearch*** tab on the Duke@WORK portal. These simplified reports related to effort and payroll are included in this tab and also included in the Sponsored Research Reporting tab. The reason the reports are provided in these tabs is to help those involved in Grants Management view the same reports the Faculty may see under their MyResearch tab and provide support for these reports.

Other more robust web based reports like the Accounting View of Payroll and Weighted Average Report are also available for Grants Management under this tab. These reports have a different layout and options than the MyResearch reports. All the reports are outlined in this section of the guide.

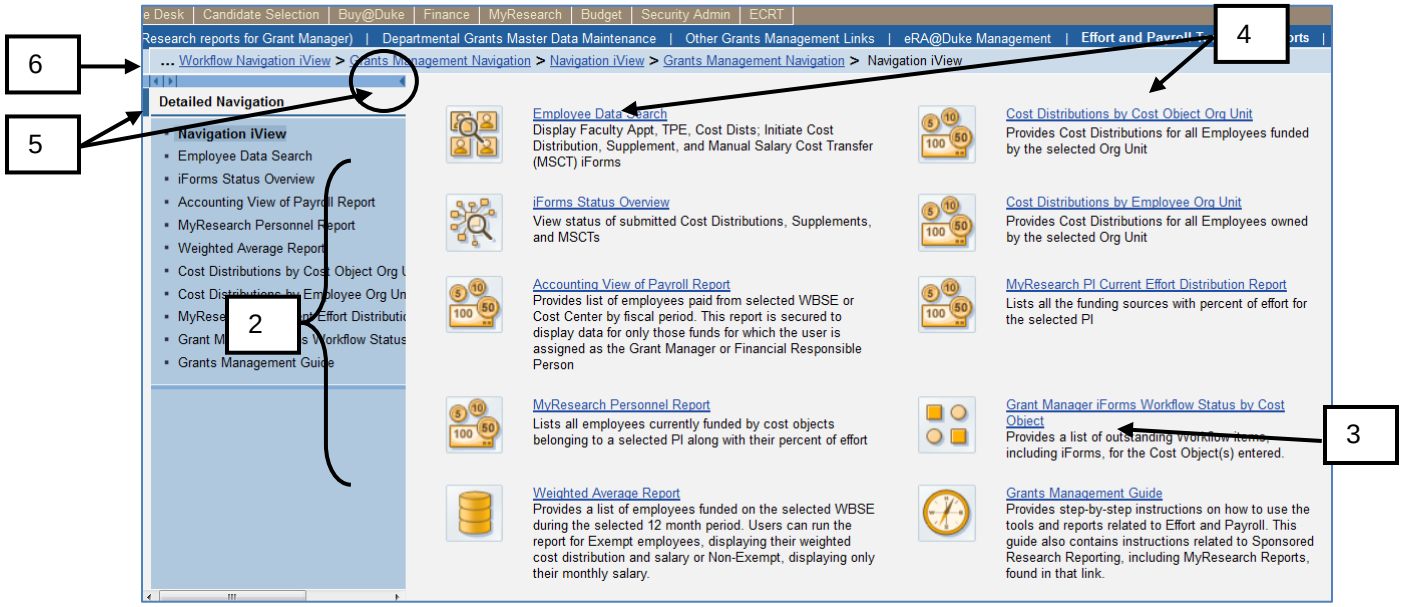
Under the Grants Management tab:



1. Click on the underlined link for **Effort and Payroll Tools and Reports.**

Effort and Payroll Tools and Reports (cont.)

Under the *Effort and Payroll Tools and Reports* link:



2. Review the report options available with descriptions of the report listed below the link and briefly outlined below:

   - **Employee Data Search** – allows you to search for an employee and display data for that employee such as Faculty Appointments, TPE, Cost Distributions, Supplements, and Manual Salary Cost Transfer (MSCT) iForms.
   - **Institutional Base Salary Employee Search** – allows you to access salary information for employees in the organizational units to which you have been given access. Access to this link it tied to a specific security role; therefore, Grants Managers will have access only if they have been assigned the IBS security role.
   - **iForms Status Overview** – allows you to view the status of submitted iForms for Cost Distributions, Supplements, and Manual Salary Cost Transfers (MSCTs).
   - **Accounting View of Payroll** – provides options of viewing payroll activity by cost object funding (all employees paid from a WBS Element) for the 2xx and 3xx Cost Objects assigned to you as the Grant Manager – if you are not assigned the Grant Manager for a WBS Element, the report will not contain data.
   - **MyResearch Personnel Report** – provides a list of all personnel currently funded on fund codes for the selected Principal Investigator (PI), including the percent of effort on the Cost Object (Fund Code) each person.

Continued on next page.

Effort and Payroll Tools and Reports (cont.)

- **Weighted Average Report** – provides a list of employees funded on the selected WBS Element during the selected 12 month period. The report may be generated for Exempt employees to display their weighted average cost distribution and salary or for Non-Exempt to display only their monthly salary.
- **Cost Distribution by Cost Object Org Unit** – provides the cost distributions for all employees owned by the selected Org. Unit (HR/ Payroll Organizational Unit).
- **Cost Distribution by Employee Org Unit** – provides the cost distributions for all employees funded by the selected Org. Unit (HR/ Payroll Organizational Unit).
- **MyResearch PI Current Effort Distribution Report** – provides the full set of current funding sources for the selected Principal Investigator (PI).
- **Grant Manager iForms Workflow Status by Cost Object** – provides a list of outstanding workflow items for iForms and dFac transactions for the cost object(s) selected.

3. Use the **Grants Management Guide** link to access step-by-step instructions for the reports and tools as needed.

4. To select a report or a tool, simply **click once on the underlined report or tool title** on the right side of the screen.

5. As an alternative, use the *Detailed Navigation* pane on the left side of the screen to navigate to the report or tool (use the arrow buttons at the top of the Detailed Navigation pane to turn off the pane and display more on the screen as desired).

6. Notice that the path taken to reach the report is listed at the top of the screen below the tabs (also known as "breadcrumbs") and the links may be used to navigate to previous screens.

Note: ***Each report is outlined in this section of the Guide****, including the selections available, the data displayed, the drill-down options, and other advanced functions available in each report. The reports labeled as "MyResearch" are referenced in this section and the complete details are located in the Sponsored Research Reports section of this guide.*

Employee Data Search and iForms Status Overview Links

The Employee Data Search and the iForms Status Overview links are two options available under the Effort and Payroll Tools and Reports web page in the Grants Management tab. The Employee Data Search option allows you to search for an employee and create iForms for that employee, such as cost distribution changes. The iForms Status Overview allows you to display and track the status of any iForms.

Each topic in this section of the guide will provide steps on how to use both these options and is organized by the type of iForm.

Request for Cost Distribution Change iForm

Request for Cost Distribution Change iForm

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to change the cost distribution for employees across Duke. The following guidance applies when completing the Request for Cost Distribution Change (also referenced as Cost Distribution) iForm for employees:

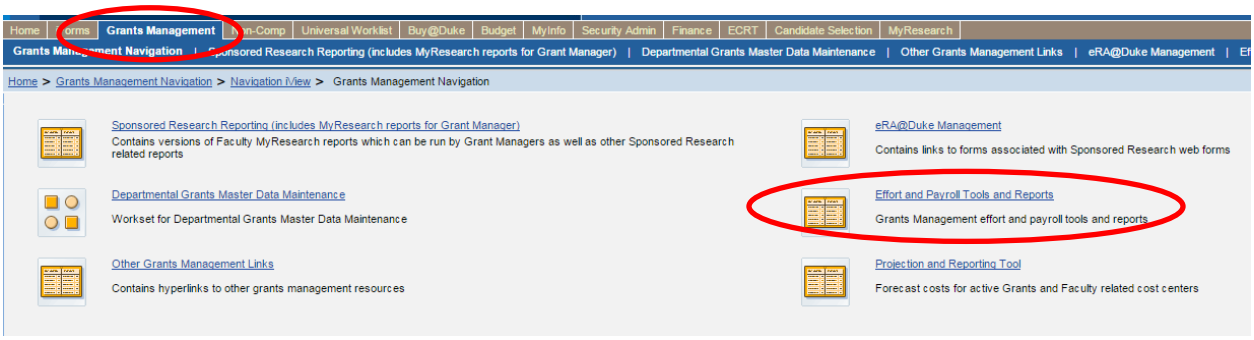
- Cost Distribution Change iForms are used to change the funding sources used to pay an exempt or non-exempt employee's salary. An employee's initial cost distribution change is established at the point of hire; therefore, the Cost Distribution Change iForm is used from the point of hire forward.
- The iForm changes the percentage of an employee's salary paid on a particular cost object (cost center or WBS element) and/or general ledger account (service type/service category).
- For employee's being paid on WBS elements funded from sponsored research, an employee's cost distribution is directly linked to an employee's effort on an individual project.
- Cost Distribution Change iForms must account for 100% of an employee's base salary. Users will receive an error message if the distribution percentage is greater than or less than 100%. Additionally, the distribution percentage on a cost object must equal at least 1% (although the 1% can be spread across multiple general ledger accounts).
- While the iForm may be fully approved and loaded into SAP, the changes reflected by the iForm will not post in SAP until the payroll is run for the pay period in which the iForm is submitted. The operational process means:
    - Salary is not moved real time between the cost objects included in the iForm.
    - While cost distribution changes may be retroactive, debits and credits are not posted retroactively, but are posted in the fiscal period in which the iForm is approved posts. For example, a Request for Cost Distribution Change iForm may be processed for a monthly employee in September that includes changes for July and August. The debits and credits created by this change will post during the September payroll run which is in fiscal period 3.
- Only one cost distribution can be active at a time. A cost distribution must be fully approved, but not necessarily posted in SAP, before a new cost distribution can be initiated. It is important to consider this when planning for payroll deadlines.

Request for Cost Distribution iForm (cont.)

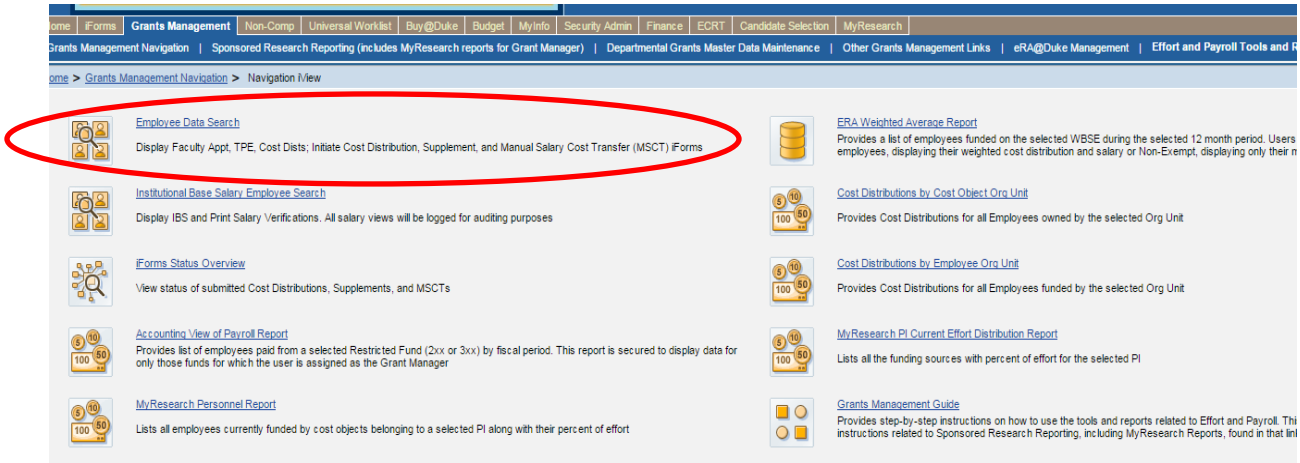
Retroactive cost distributions are allowed and require untimely justification in accordance with management center policies GAP 200.150 Cost Transfers on Federally Sponsored Projects [III. A. Payroll]. Cost distributions involving clerical and/or administrative effort must be expensed in accordance with GAP 200.360 Charging Clerical and/or Administrative Expenses to Federally Funded Projects

Opening the Request for Cost Distribution iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

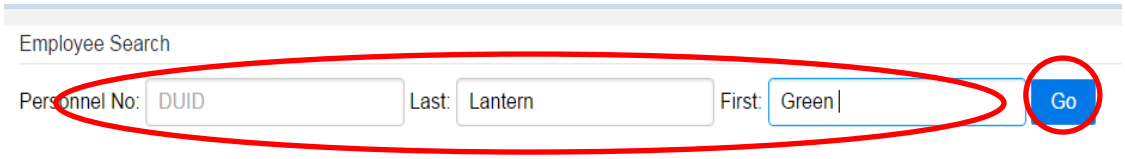


2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

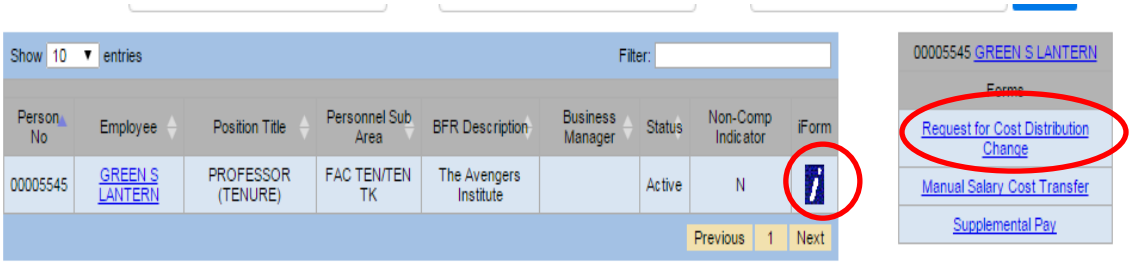


Request for Cost Distribution iForm (cont.)

3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard.



4. Employee personnel data will return. Select the “iForms Icon” to display a list of iForms available to the user based upon their role and relationship to the individual. Select the “Request for Cost Distribution Change” link to open the iForm.



Request for Cost Distribution iForm (cont.)

Completing the Request for Cost Distribution iForm

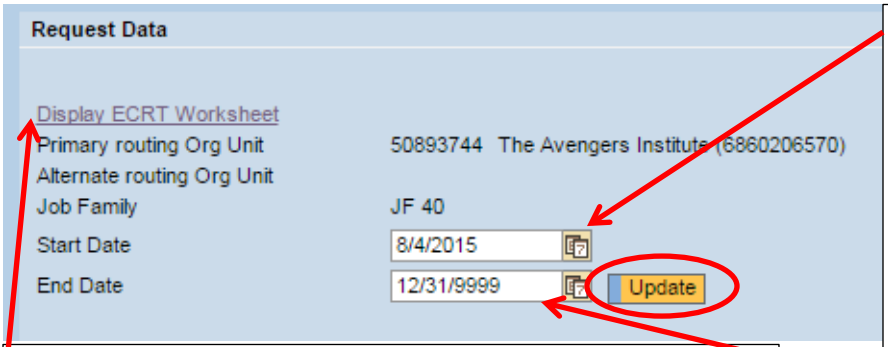
The Request for Cost Distribution iForms is broken into different sections and contains "Trays" that can be opened and additional information entered. This guide will focus on each section of the iForm.

1. Review "Header Data" information related to the employee's primary position. Information in this section is needed to determine the appropriate Service Type/Service Category (or G/L account).

Header Data

Employee	GREEN S LANTERN	00005545	Employee Status	Active	
Organizational Assignment	The Avengers Institute	50893744	Payroll Area	MONTHLY	UM
Organizational Key	BUSINESS SERVICES	DDL3	Job Code	PROFESSOR (TENURE)	00001541

2. "Request Data" provides a link to display the ECRT Worksheet and the Primary Routing Org Unit and the Secondary Routing Org Unit (if applicable). Enter the start and end date of the requested cost distribution change. Select "Update" to display cost distribution as of the start and end date entered.



Request Data

Display ECRT Worksheet

Primary routing Org Unit	50893744 The Avengers Institute (6860206570)
Alternate routing Org Unit	
Job Family	JF 40
Start Date	8/4/2015
End Date	12/31/9999 Update

- The "Display ECRT Worksheet" is available to those users with ECRT access and can be helpful in the event that multiple retroactive Request for Cost Distribution Change iForms need to be submitted for the same employee.
- For more information, refer to the ECRT Guide.

- Start dates can be retroactive.
- Using the infinity end date – 12/31/9999 – causes the cost distribution to be effective until a subsequent Cost Distribution is entered. Best practice is to use the infinity end date when creating requests to change cost distributions.
- Providing a specific end date, causes the change to be effective for the period defined. Without additional action, the cost distribution will revert to the cost distribution in effect prior to the iForm submission.

Request for Cost Distribution iForm (cont.)

3. Review the cost distribution displayed. If lines need to be deleted, place a "check" in the square at the beginning of the line and select "Delete" prior to entering new cost distribution information. Additionally, notice an employee may have up to 25 different cost objects used to fund his/her salary. It may be necessary to scroll down to see the entire cost distribution.

- "Check" to indicate a line to delete.
- "Delete" will remove the line.

Cost Distribution

	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Pct
☑	0010	1512034		BIOMEDICAL ENGINEERING--FACULTY SALARIES	60	13	57.0
☐	0010		3918870	JAMES & ELIZABETH VINCENT PROFESSORSHIP	60	13	43.0
☐					60		
☐					60		
☐					60		
☐					60		
☐					60		
☐					60		

Delete Line 1 / 25

- Lines and buttons to scroll.

As a reference, below is a view of a cost distribution where an employee is being paid from more cost objects.

Cost Distribution

	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Pct
☐	0010	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.0
☐	0010	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.0
☐	0010	4219704		MOVEMENT DISORDERS GME	60	02	1.0
☐	0010		2032266	5R01-DA031833-03	60	36	5.0
☐	0010		2033838	5R01-NS064577-07	60	36	29.7
☐	0010		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.0
☐	0010	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.3
☐	0010	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.0
☐	0010		2032884	5R21-NS079860-02	60	36	19.0
☐	0010		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.0
☐	0010		2033673	4R33-MH095725-03	60	36	5.0
☐	0010		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.0
☐	0010		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.0
☐	0010		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.0

Delete Line 1 / 25

Request for Cost Distribution iForm (cont.)

4. After deleting lines (if necessary), enter the correct cost distribution for the time period defined by the start and end dates. Remember: the cost distribution entered must cover 100% of the employee's salary. Users will receive an error message if the distribution percentage is less than or greater than 100%.

Cost Distribution

	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Pct
☐	0010		3918870	JAMES & ELIZABETH VINCENT PROFESSORSHIP	60	13	43.0
☐	0010	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	13	3.5
☐	0010		2032266	5R01-DA031833-03	60	36	50.5
☐	0010		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	36	2.5
☐					60		
☐					60		

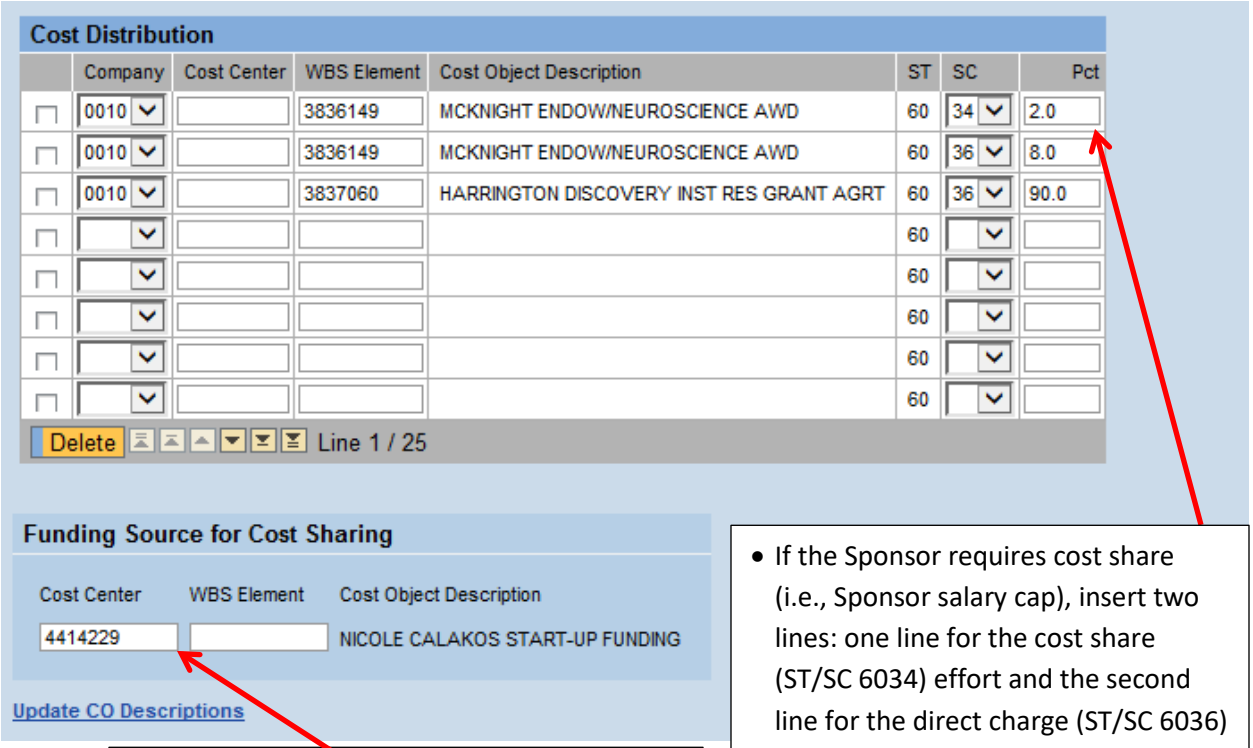
- Enter the company code associated with the cost object used on the line.
- Enter the cost object in the appropriate column.
- If multiple Service Type/Service Categories (G/L accounts) will be used for activity on the same cost object, enter a separate line for each service type/service category.

- The cost object description will display once the form is "checked" or once the "Update "CO Descriptions" link is selected.
- Select the appropriate Service Type/Service Category based on:
  - The employee's position title or payroll area.
  - Job description on specified cost object.
  - Funding Source (see G/L Account – Payroll Expenses).
  - In the event, cost sharing applies, use the appropriate cost sharing Service Type/Service Category – 6003, 6004, 6033, and 6034. If one of these is used, a cost sharing funding source must be provided.

- Enter the appropriate distribution percentage of each cost object/ G/L account combination.

Request for Cost Distribution iForm (cont.)

5. If cost sharing is required, enter the cost object that will fund the associated effort. If cost sharing is not necessary, leave “Funding Source for Cost Sharing” blank and continue completing the iForm. Please note: The cost sharing Service Type/Service Category is only used for the portion of effort that is not directly charged to the project.



Cost Distribution

	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Pct
	0010		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	2.0
	0010		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	36	8.0
	0010		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	36	90.0
					60		
					60		
					60		
					60		
					60		

Delete Line 1 / 25

Funding Source for Cost Sharing

Cost Center	WBS Element	Cost Object Description
4414229		NICOLE CALAKOS START-UP FUNDING

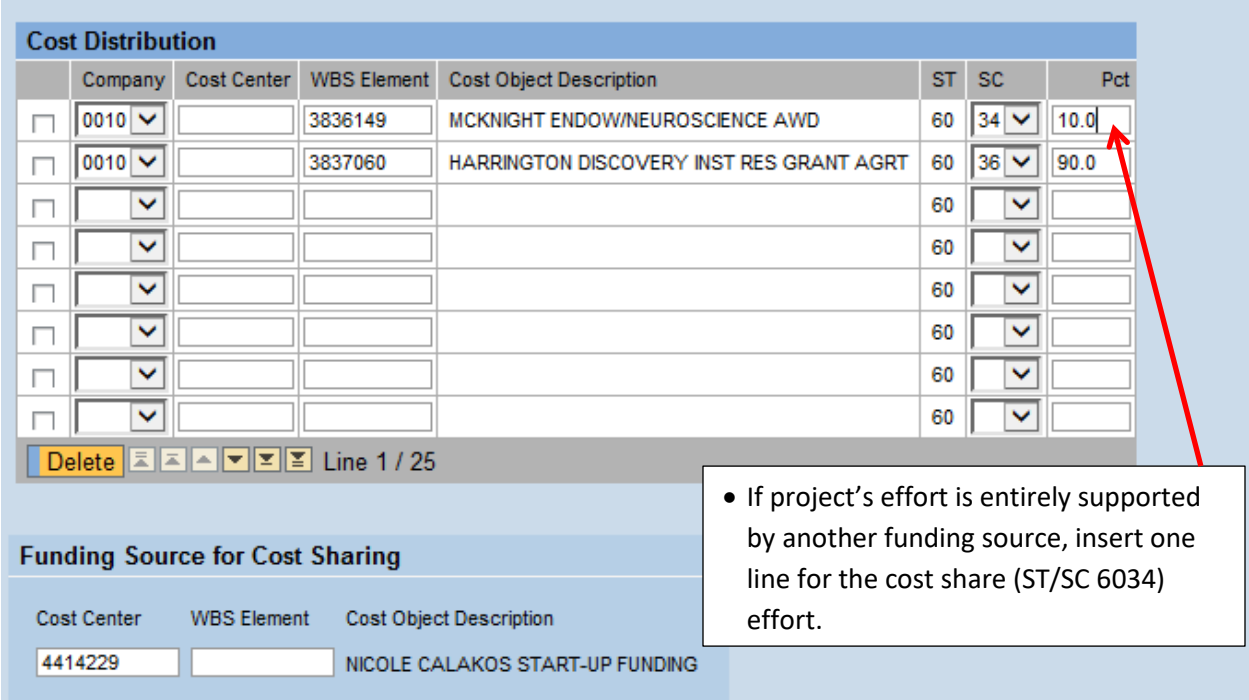
Update CO Descriptions

- If the Sponsor requires cost share (i.e., Sponsor salary cap), insert two lines: one line for the cost share (ST/SC 6034) effort and the second line for the direct charge (ST/SC 6036) effort.
- Note: Both lines are associated with the project WBS element.

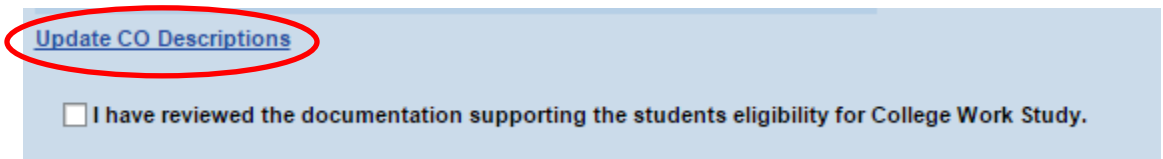
- Enter funding source to support cost share portion of effort. All lines with a cost share Service Type/Service Category will be charged to this funding source.

Request for Cost Distribution iForm (cont.)

If the project's effort is entirely supported by another funding source, one line should be used to capture the activity (WBSE is project and source will be supporting all of the associated effort, one line).

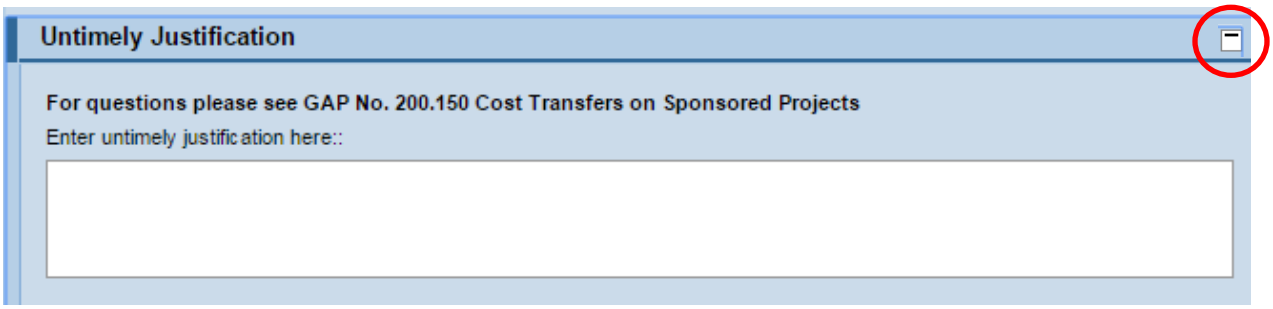


6. Select "Update CO Descriptions" to update the description text for all cost objects used in the iForm. In the event the Request for Cost Distribution Change iForm is being done to change student funding to work study funding, please confirm that work study paper work has been reviewed.

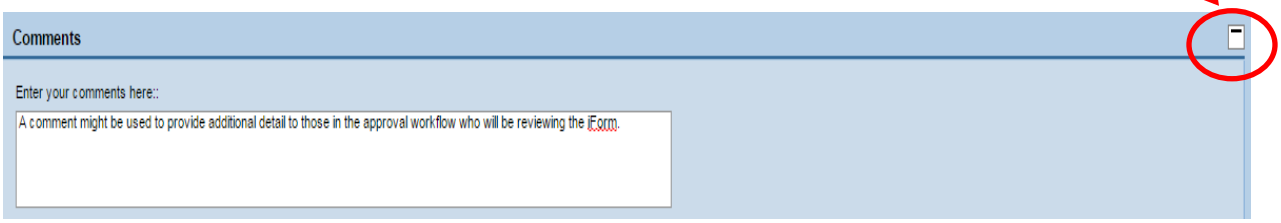


Request for Cost Distribution iForm (cont.)

7. Request for Cost Distribution Change iForms are considered untimely in accordance with GAP 200.150 Cost Transfers on Federally Sponsored Projects. Review this gap thoroughly for guidance on what is considered untimely, what is allowed, and documentation requirements for the "Untimely Justification" section of the iForm. This is a free text field and comments cannot be modified once submitted. Users can paste information into the field from a source document.



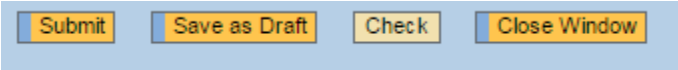
8. IForms initiators may choose to provide additional comments in the "Comments" section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the cost distribution changes. Open the tray on the right to display any comments. Please note that comments become permanent record.



9. "Status Overview" will be populated once the iForm enters workflow. When initiated, it indicates that the form has not been sent.

Request for Cost Distribution iForm (cont.)

10. Select the appropriate action button.



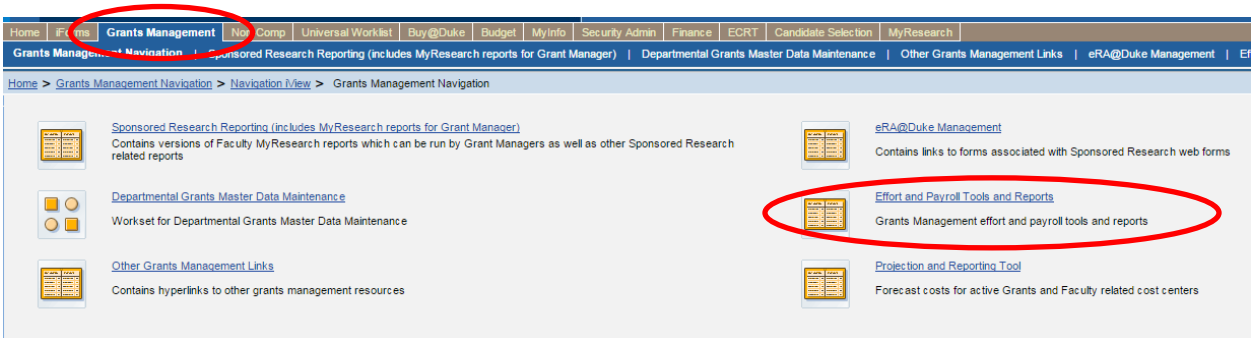
- "Submit" will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
- "Save as Draft" will save the iForm for future use. IForm initiators must go to their Universal Worklist to find and continue work on saved iForms.

11. "Check" will validate the iForm information. It will generate error and warning messages. It will also confirm if information is consistent in the iForm. Warning and error message are important alerts and should be corrected or considered carefully. It is recommended that you "Check" an iForm prior to submission. "Close Window" will close the iForm. Unless "Save as Draft" was previously selected, no information is saved.

Request for Cost Distribution iForm (cont.)

Tracking the Status of the Request for Cost Distribution iForm

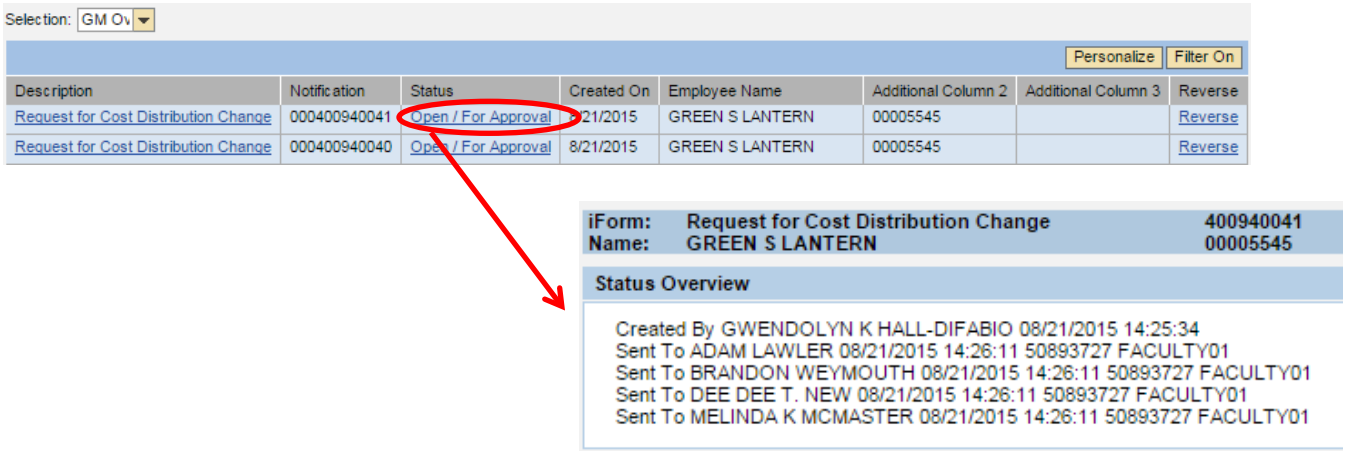
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



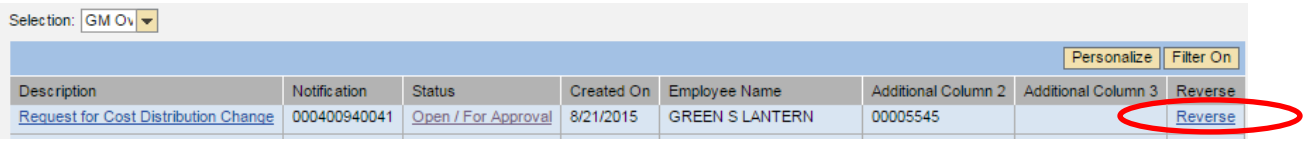
2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

Request for Cost Distribution iForm (cont.)

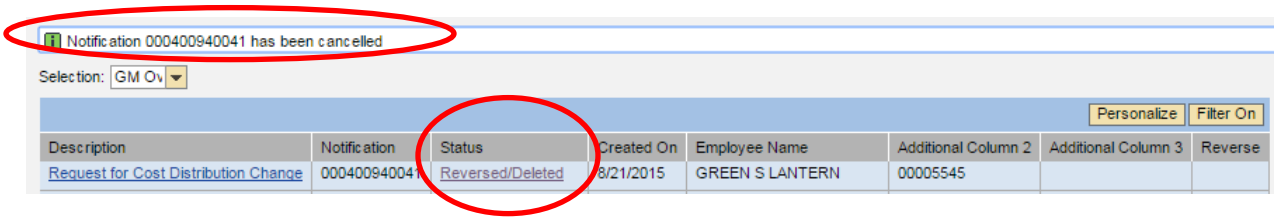
3. "IForms Overview" will show a list of all iForms the users had initiated and their status. Select the hyperlink in the "Status" column to see the approvers who currently have the iForm in their approval queue. Please note: the iForm has not been completed until the last action in the Status Overview indicates "Processed On" with a date and time stamp.



4. In the event there is an error in the iForm, select "Reverse" to pull the iForm out of workflow and return it to the initiator prior to the iForm interfacing with SAP. Please note: If an iForm is reversed, it removes all approvals and will need to be approved by all approvers a second time.



Once the iForm is reversed, the user receives a message indicating the iForm can be canceled and the status is changed to "Reversed/Deleted".



Request for Cost Distribution iForm (cont.)

Related Guidance and Resources

Institutional Policies:

- GAP 200.150 Cost Transfers on Federally Sponsored Projects
- GAP 200.360, Charging Clerical and/or Administrative Expenses to Federally Funded Projects
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects

Payroll Schedules and Deadlines for iForm Transactions:

- Monthly Payroll Schedule for Payroll Representatives
- Biweekly Payroll Schedule for Payroll Representatives

General Ledger Account Definitions:

- Payroll Expenses

Manual Salary Cost Transfer (MSCT) iForm

Manual Salary Cost Transfer (MSCT) iForm

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to complete Manual Salary Cost Transfer (MSCT) iForms.

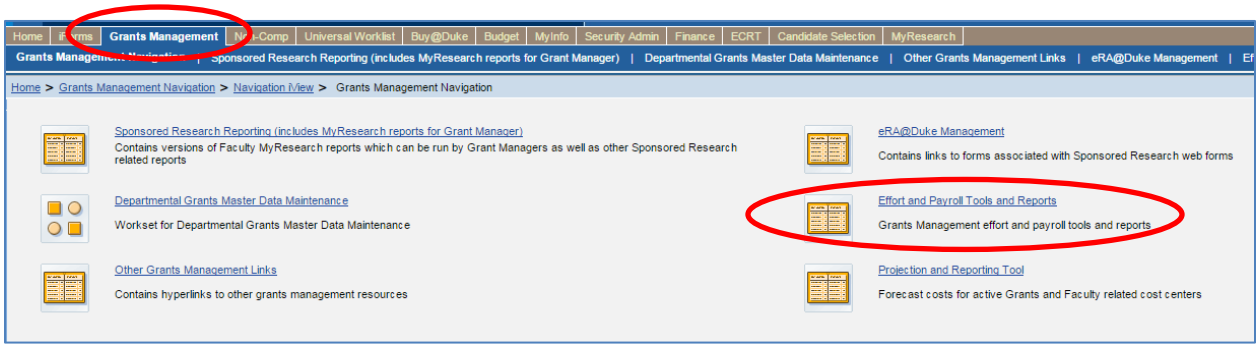
The following guidance applies when completing MSCT iForms:

- A MSCT iForm is used when salary dollars should be moved from one cost object and/or general ledger (service type/service category) account and system constraints prevent a Cost Distribution iForm from being used. Data accuracy is critical! Validate that the cost object and general ledger account for salary expenses are being moved to or from is appropriate to prevent and over or under correction.
- A Company 10 cost object must be included on one side of the transaction in order for the MSCT iForm to be used.
- MSCT iForms move dollar amounts. It does not move percentages.
- After the MSCT iForm has been approved, a journal entry will automatically be processed to move and post the salary dollars and associated fringe benefits. This transfer can be seen by running the Payroll Activity Detail Report (ZH333) or Accounting View of Payroll (ZH223) in SAP or the Accounting View of Payroll found under the Grant Management Tab on the Effort and Payroll Tools and Report page.
- The reason code used for the MSCT iForm invokes specific data validation depending on the reason code used.
- Retroactive MSCT iForms are allowed and require untimely justification in accordance with management center policies and GAP 200.150 Cost Transfers on Federally Sponsored Projects [III. A. Payroll]. MSCT iForms involving clerical and/or administrative effort must be expensed in accordance with GAP 200.360 Charging Clerical and/or Administrative Expenses to Federally Funded Projects.
- MSCT iForms route based upon the following workflow rules:
    - Routes based on the owning organizational unit of the position.
    - If untimely greater than 90 days, Management Center is notified.
    - If untimely greater than 180 days, Management Center approves.
    - If cost sharing occurs, Office of Sponsored Programs (OSP) is notified.
    - If “Special Conditions” or “Transfer of Non-effort Related Salary” reason codes are used, OSP approves.

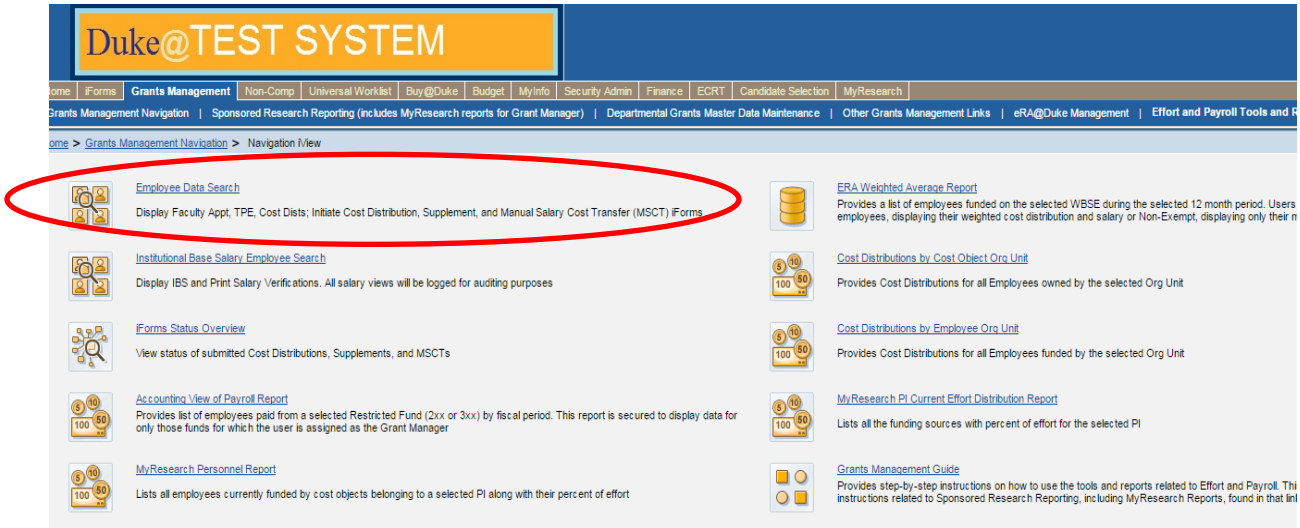
Manual Salary Cost Transfer iForm (cont.)

Opening the Manual Salary Cost Transfer iForm

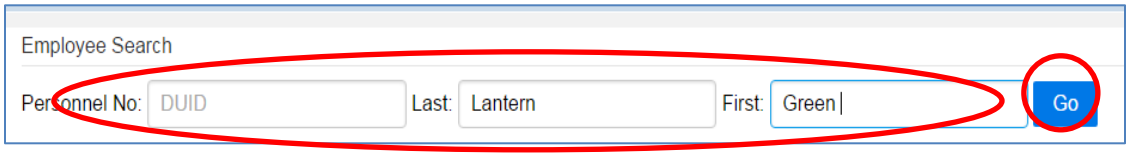
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

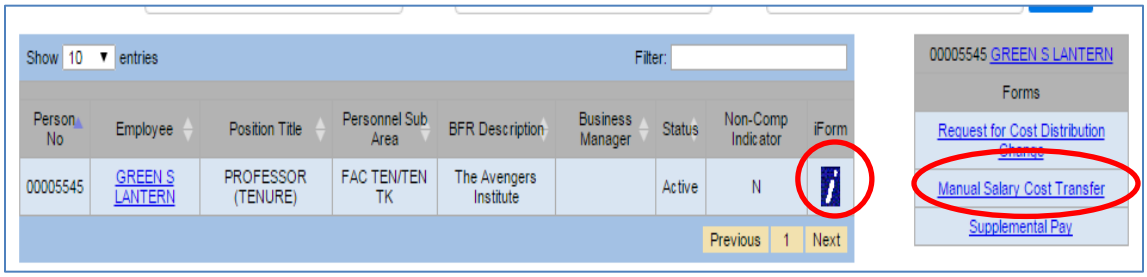


3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard.



Manual Salary Cost Transfer iForm (cont.)

4. Employee personnel data will return. Select the “iForms Icon” to display a list of iForms available to the user based upon their role and relationship to the individual. Select the “Manual Salary Cost Transfer” link to open the iForm.



Manual Salary Cost Transfer iForm (cont.)

Completing the Manual Salary Cost Transfer iForm

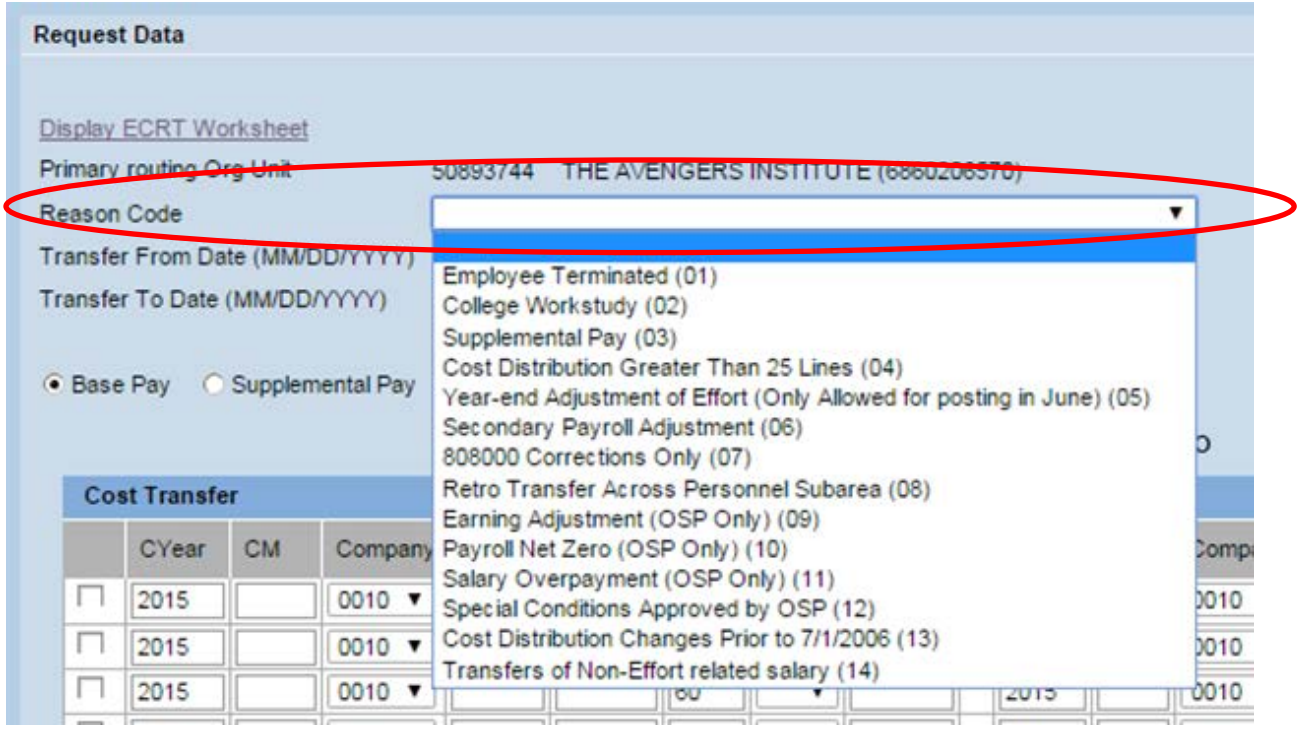
The MSCT iForm is broken into different sections and contains "Trays" that can be opened and additional information entered. This guide will focus on each section of the iForm.

1. Review "Header Data" information related to the employee's primary position. Information in this section is needed to determine the appropriate Service Type/Service Category (or G/L account).

Header Data

Employee	GREEN S LANTERN	00005545	Employee Status	Active	
Organizational Assignment	The Avengers Institute	50893744	Payroll Area	MONTHLY	UM
Organizational Key	BUSINESS SERVICES	DDL3	Job Code	PROFESSOR (TENURE)	00001541

2. "Request Data" provides a link to display the ECRT Worksheet and the Primary Routing Org Unit). Select the appropriate "Reason Code" for the MSCT iForm from the drop-down menu based on the business reason for the transaction. Please note: Several of the reason codes can only be used by OSP or only during specific times of the year.



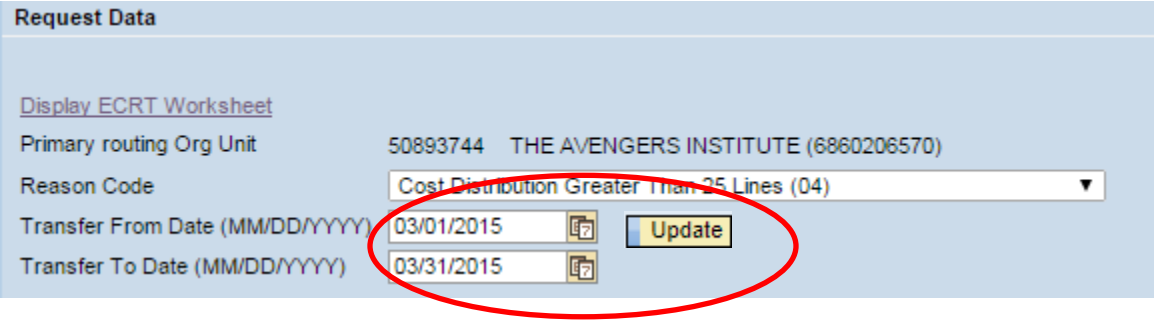
Manual Salary Cost Transfer iForm (cont.)

The chart below describes the reason codes and programmed rules that validate code usage.

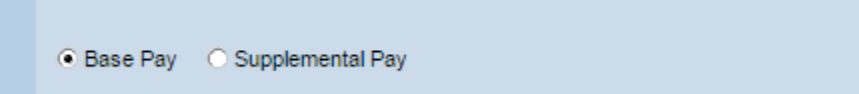
Reason Code # and Description	Validation Rules
1. Employee Terminated	Only valid if an employee has status of terminated. Since cost distribution iForms are not allowed for terminated employees, MSCT must be used.
2. College Work Study	Only valid if work study STSC codes are used.
3. Supplement Pay	Only valid if supplemental pay exists for the Calendar Year and Calendar Month being transferred **From (the Calendar Year and Month should correspond to the month the salary posted to the General Ledger).**
4. Cost distribution greater than 25 lines	Only valid if Cost Distribution iForm limitation of 25 lines prohibits full distribution. iForm routes to OSP
5. Year-end adjustment of effort (only allowed for posting in fiscal month June)	Only valid during Fiscal Year-End (after June 15 of each year through the close of period 13).
6. Secondary payroll adjustment	Only valid for Bi-Weekly employees. Validates that secondary position exits.
7. 808000 corrections only	Only valid to correct the Funding Source for Cost Sharing. This is the only time fringe benefit amounts are included. Only 8080 STSC code is valid. Does not display in Payroll Report ZH333.
8. Retro transfer across Payroll Subareas	Only valid when Payroll Subarea is changed
9. Earning Adjustment (OSP Only)	Restricted for use only by OSP employees. Does not display in Payroll Report ZH333.
10. Payroll Net Zero (OSP only)	Restricted for use only by OSP employees.
11. Salary Overpayment (OSP only)	Restricted for use only by OSP employees.
12. Special Conditions approved by OSP	Valid only if the reason for the MSCT iForm does not fall into one of the above categories. Submitters are required to document the reason for selecting this Reason Code. Prior OSP approval is required prior to using this Reason Code and the iForm will route to OSP for approval.
13. Cost Distribution Changes Prior to 7/1/06	Valid only for changes impacting periods prior to 7/1/06.
14. Transfers to Non-Effort related Salary	Valid only for salary payments that are NOT related to effort, such as relocation expenses. The iForm will route to OSP.

Manual Salary Cost Transfer iForm (cont.)

3. After selecting the “Reason Code”, select the “Transfer From Date” and the “Transfer To Date” in which the salary dollars are being moved. This date should correspond to the pay period dollars are being transferred. Select “Update” to ensure the appropriate funding and G/L account information is pulled into the iForm.

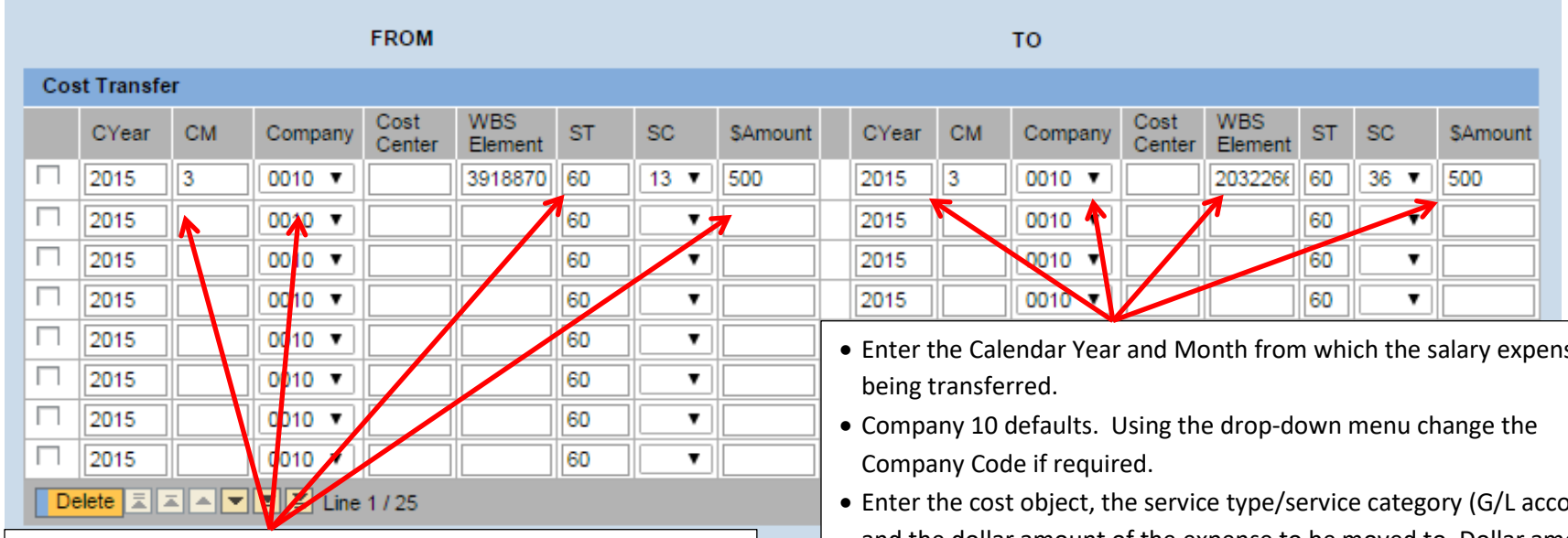


4. Indicate if the money being transferred represents base pay of supplemental pay as appropriate.



Manual Salary Cost Transfer iForm (cont.)

5. Enter the appropriate information to describe how the cost object the salary needs to be moved from to the cost object the salary needs to be moved to. It is important to ensure that, with the exception of cost object and service type/service category, the information on the "From" side of the Cost Transfer and the information on the "To" side match. Please note: Expenses on the "From" side of the cost transfer must have been expensed to the cost object/STSC (G/L account) combination entered in order for salary dollars to be moved.

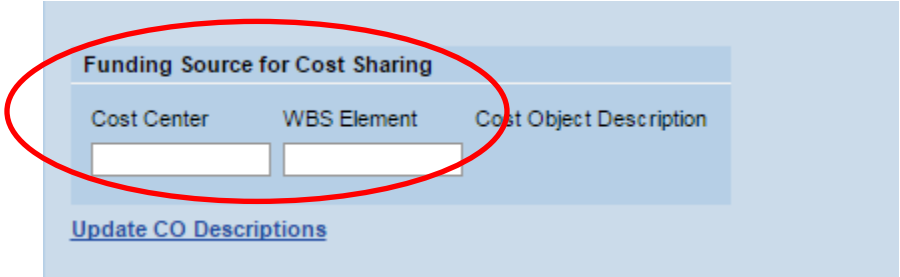


- Enter the Calendar Year and Month from which the expense is being transferred.
- Company 10 defaults. Using the drop-down menu change the Company Code if required.
- Enter the cost object, the service type/service category, and the dollar amount of the salary expense to be moved.

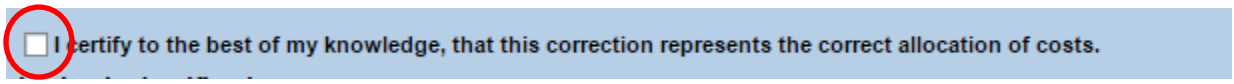
- Enter the Calendar Year and Month from which the salary expense is being transferred.
- Company 10 defaults. Using the drop-down menu change the Company Code if required.
- Enter the cost object, the service type/service category (G/L account), and the dollar amount of the expense to be moved to. Dollar amounts on both sides of the cost transfer should be the same.
  - Funding Source (see G/L Account – Payroll Expenses).
  - In the event cost sharing applies, use the appropriate cost sharing Service Type/Service Category – 6003, 6004, 6033, and 6034. If one of these is used, a cost sharing funding source must be provided.

Manual Salary Cost Transfer iForm (cont.)

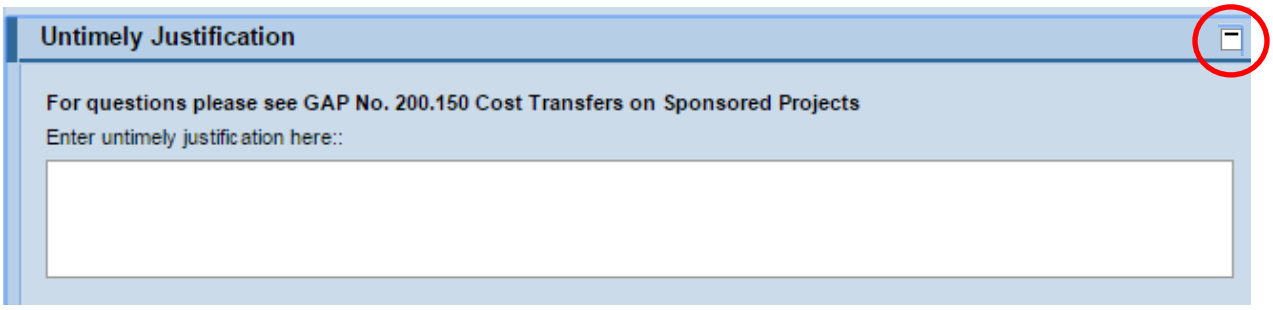
6. If cost sharing is required, enter the cost object that will fund the associated effort. Select “Update CO Descriptions” to update the description of the cost object used for cost sharing. If cost sharing is not necessary, leave “Funding Source for Cost Sharing” blank and continue completing the iForm.



7. Select the radio button to certify the transfers of the payroll expenses as outlined above.

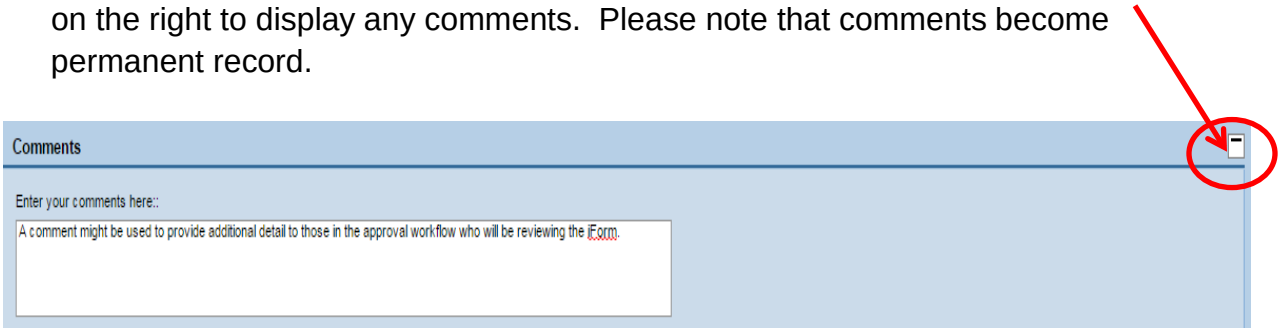


8. Manual Salary Cost Transfer iForms are considered untimely in accordance with GAP 200.150 Cost Transfers on Federally Sponsored Projects. Review this gap thoroughly for guidance on what is considered untimely, what is allowed, and documentation requirements for the “Untimely Justification” section of the iForm. This is a free text field and comments cannot be modified once submitted. Users can paste information into the field from a source document.



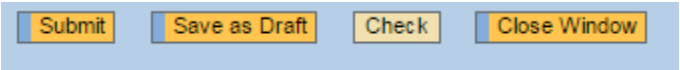
Manual Salary Cost Transfer iForm (cont.)

9. IForms initiators may choose to provide additional comments in the "Comments" section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the cost distribution changes. Open the tray on the right to display any comments. Please note that comments become permanent record.



10. "Status Overview" will be populated once the iForm enters workflow. When initiated, it indicates that the form has not been sent.

11. Select the appropriate action button.

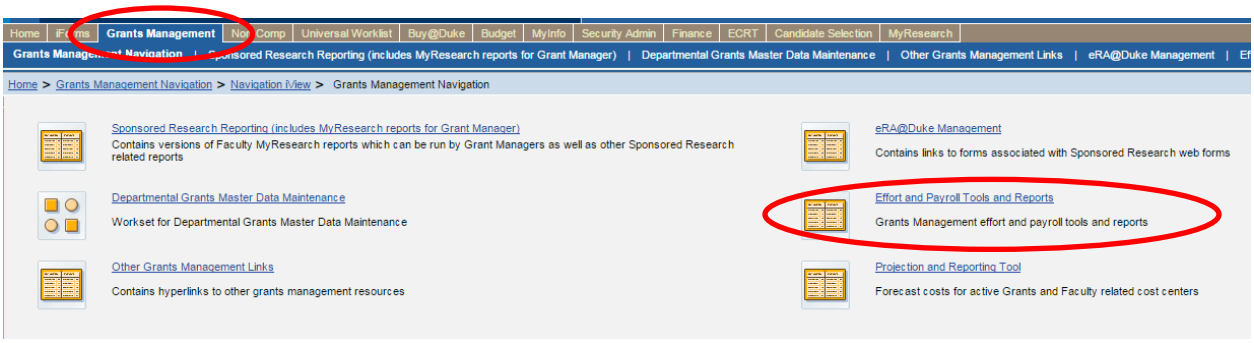


- "Submit" will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
- "Save as Draft" will save the iForm for future use. IForm initiators must go to their Universal Worklist to find and continue work on saved iForms.
- "Check" will validate the iForm information. It will generate error and warning messages. It will also confirm if information is consistent in the iForm. Warning and error message are important alerts and should be corrected or considered carefully. It is recommended that you "Check" an iForm prior to submission.
- "Close Window" will close the iForm. Unless "Save as Draft" was previously selected, no information is saved.

Manual Salary Cost Transfer iForm (cont.)

Tracking the Status of the Manual Salary Cost Transfer iForm

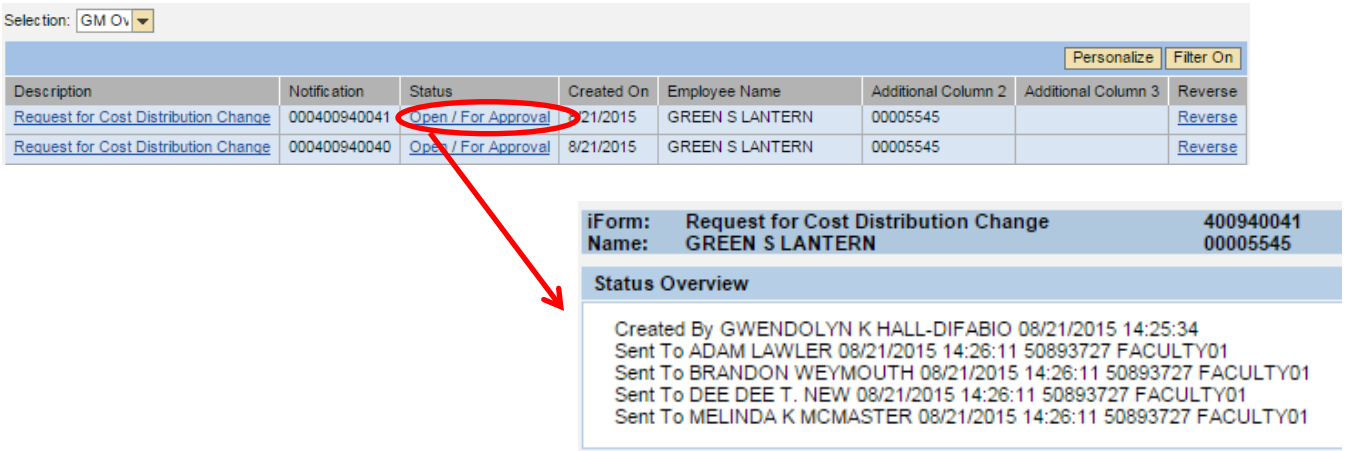
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



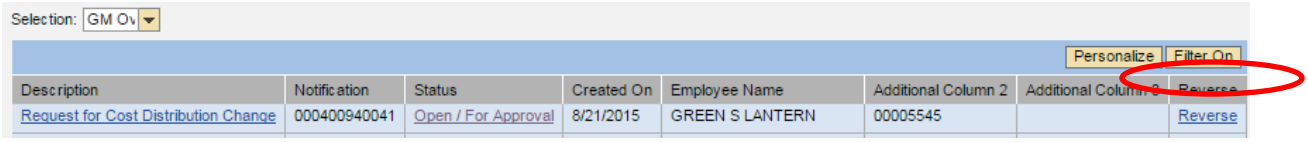
2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

Manual Salary Cost Transfer iForm (cont.)

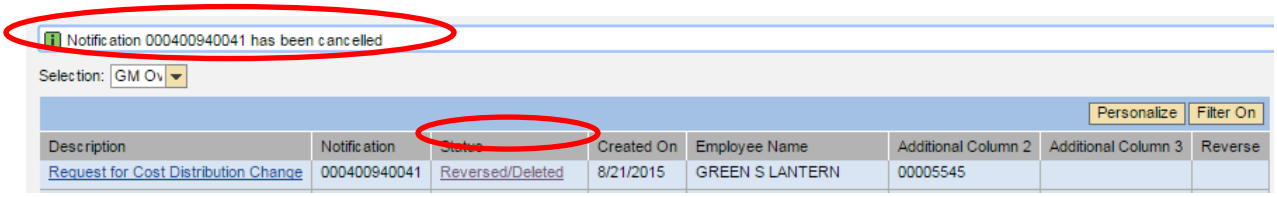
3. "IForms Overview" will show a list of all iForms the users had initiated and their status. Select the hyperlink in the "Status" column to see the approvers who currently have the iForm in their approval queue. Please note: the iForm has not been completed until the last action in the Status Overview indicates "Processed On" with a date and time stamp.



4. In the event there is an error in the iForm, select "Reverse" to pull the iForm out of workflow and return it to the initiator prior to the iForm interfacing with SAP. Please note: If an iForm is reversed, it removes all approvals and will need to be approved by all approvers a second time.



Once the iForm is revered, the user receives a message indicating the iForm can be canceled and the status is changed to "Reversed/Deleted".



Manual Salary Cost Transfer iForm (cont.)

Related Guidance and Resources

Institutional Policies:

- GAP 200.150 Cost Transfers on Federally Sponsored Projects
- GAP 200.360, Charging Clerical and/or Administrative Expenses to Federally Funded Projects
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects

Payroll Schedules and Deadlines for iForm Transactions:

- Monthly Payroll Schedule for Payroll Representatives
- Biweekly Payroll Schedule for Payroll Representatives

General Ledger Account Definitions:

- Payroll Expenses

Issuing Supplement Pay for Exempt Employees

Supplemental Pay iForm

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to create iForms for supplemental payments for exempt employees across Duke University. The following guidelines apply when issuing supplemental payments:

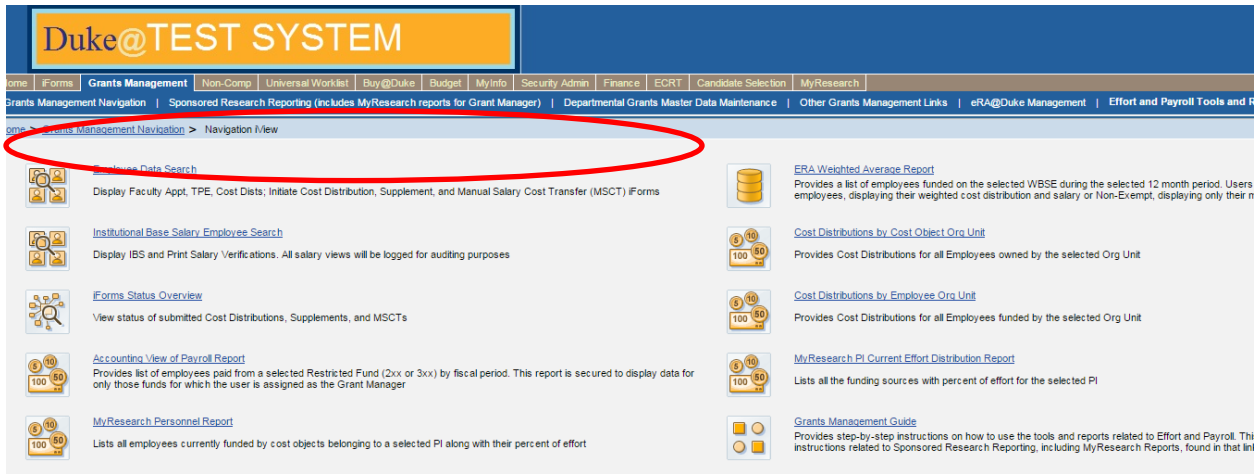
- Supplemental pay is issued to exempt employees for work performed in addition to those responsibilities associated with their primary position or for bonus payments due for performance or contractual obligations.
    - This includes supplemental pay for faculty with nine-, ten-, or eleven-month appointments for additional assignments and/or research completed outside the individual's appointment (i.e., federally supported summer supplements).
- The Supplemental Pay iForm can only be used for exempt employees.
- Supplemental pay should be issued in the same month or the month after the work was performed. Supplemental pay should not be made in advance.
- Supplemental Pay iForms cannot be posted retroactively. IForms received after the monthly payroll deadlines, will be returned to the department and dates must be changed prior to resubmission.
- Once a Supplemental Pay iForm has completed all approval steps and has processed to payroll, it cannot be deleted or changed. A paper form will be required to delete the supplement and a new Supplemental Pay iForm created. Work directly with the department payroll representative for assistance.
    - *Please note: Management centers may have separate supplemental pay policies. The management center policy should be used in addition to GAP 101.6, Supplemental Payments To Exempt Employees.*

Supplemental Pay iForm (cont.)

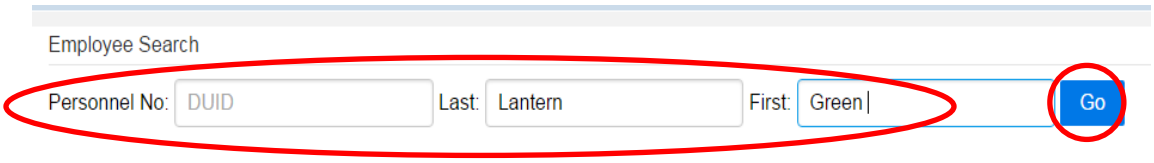
Opening the Request for Cost Distribution iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

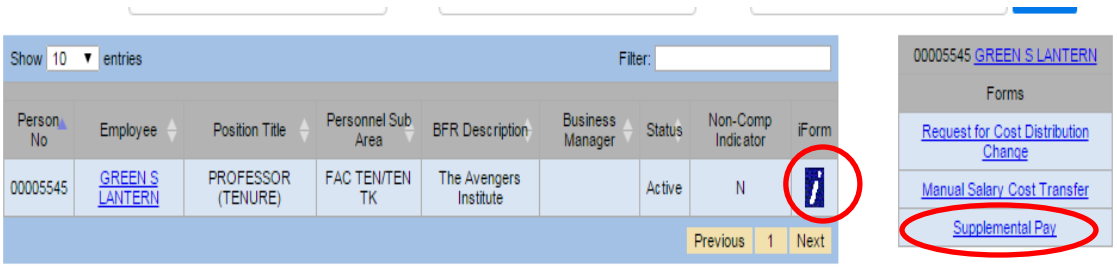


3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard. Employee information will return. Select the iForm icon to display a list of iForms to create on the left.



Supplemental Pay iForm (cont.)

4. Employee personnel data will return. Select the “iForms Icon” to display a list of iForms available to the user based upon their role and relationship to the individual. Select the “Supplemental Pay” link to open the iForm.



Supplemental Pay iForm (cont.)

Completing the Supplemental Pay iForm

The Supplemental Pay iForm is broken into different sections and contains “Trays” that can be opened and additional information entered. This guide will focus on each section of the iForm.

1. Review “Header Data” information related to the employee’s primary position.

Header Data

Employee	GREEN S LANTERN	00005545	Employee Status	Active	
Organizational Assignment	The Avengers Institute	50893744	Payroll Area	MONTHLY	UM
Organizational Key	BUSINESS SERVICES	DDL3	Job Code	PROFESSOR (TENURE)	00001541

2. “Request Data” will display the Primary Routing Org Unit and the Secondary Routing Org Unit (if applicable). Using the drop down, select the most appropriate “Reason for Payment”.

Request Data

Primary routing Org Unit	50893744 The Avengers Institute (6860206570)
Alternate routing Org Unit	
Reason for Payment	1/9th ANNUAL RATE-SUMMER PYMT (05)

- A variety of “Reasons for Payment” is available. Make sure to use the scroll bar to see the entire list.

STANDBY/BEEPER COVERAGE (01)
HONORARIUM (02)
CLINICAL LEAD RESPONSIBILITIES (03)
PEDIATRIC RAPID RESPONSE TEAM (04)
1/9th ANNUAL RATE-SUMMER PYMT (05)
INCENTIVE PAYMENT (06)
DICTATION OF DISCHARGE SUMMARY (07)
DUTY BEYOND ROUTINE JOB DUTY (08)
TUTORING (09)
MUSICAL PERFORMANCES (10)
RESEARCH WORK - SPECIAL PROJ. (11)
ADMIN SUPP FOR FIELD EDUCATION (12)
STANDARD. PATIENT - SCHOOL MED (13)
RELOCATION EXPENSES (14)
TUITION - EMPLOYEE (15)
TUITION - CHILD (16)
TUITION - SPOUSE (17)
ADVERTISING SALES (18)
BONUS (19)
SEVERANCE AGREEMENT (20)
NURSE RECRUITMENT FEE (21)
NON-CLINICAL DUTIES BJR (DUHS) (22)
INSTRUCTOR/COURSE FACILITATOR (23)
ACTORS/PERFORMERS (24)
CONTRACT WORK - RETIREE (25)
CONTRACT WORK BYND PRIMARY JOB (26)
CLINICAL CERTIFICATIONS (27)
MOBILE DEVICE (28)
TEACHING - EXECUTIVE EDUCATION (29)

Supplemental Pay iForm (cont.)

3. Complete the Supplements section providing all necessary details surrounding the payment.

Supplements

	Start Month	End Month	Number of Payments	Service Begin date	Service End date	Company	Cost Center	WBS Element	Cost Object Description	ST	SC	Amount
☐	AUG-2015		1	07/01/2015	07/31/2015	0010		3918870		60	13	1500.00
☐	AUG-2015		1	07/01/2015	07/31/2015	0010	1512034			60	13	500.00
☐										60		
☐										60		

- Use the drop down to select the month when the start month of the payment.
- The "End Month" will populate with a date for the approver based on the number of payments issued.
- "Number of Payments" indicates the number of months the employee will receive the supplemental pay.

- Enter the dates when the work began and ended. These dates DO NOT impact payment, but provide detail to support the payment.

- Enter funding information about the payment including Company Code, Cost Objective, and Service Type/Service Category (G/L Account).
- Select the appropriate Service Type/Service Category based on:
  - The employee's position title (faculty) or payroll area (monthly staff)
  - Job description on specified cost object
  - Funding Source (see G/L Account – Payroll Expenses)
- Supplemental pay cannot be split-funded. In the event supplemental pay needs to be paid from different cost objects, the total payment should be broken down based on the amount being paid from each cost object and a separate supplement line entered.

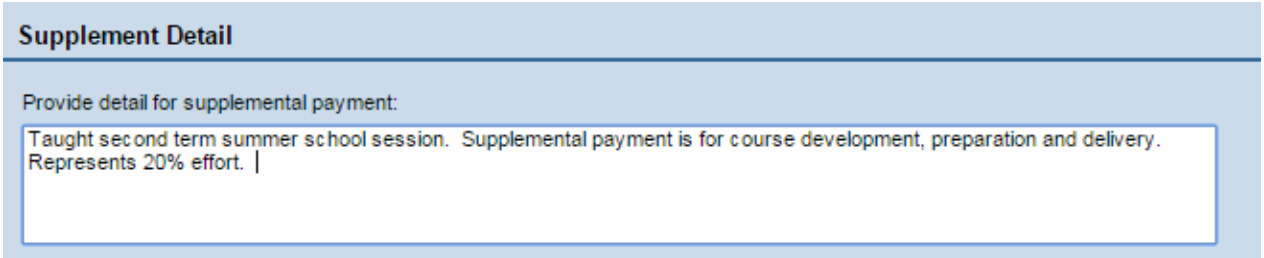
- Enter the dollar amount for each payment.

Update CO Descriptions

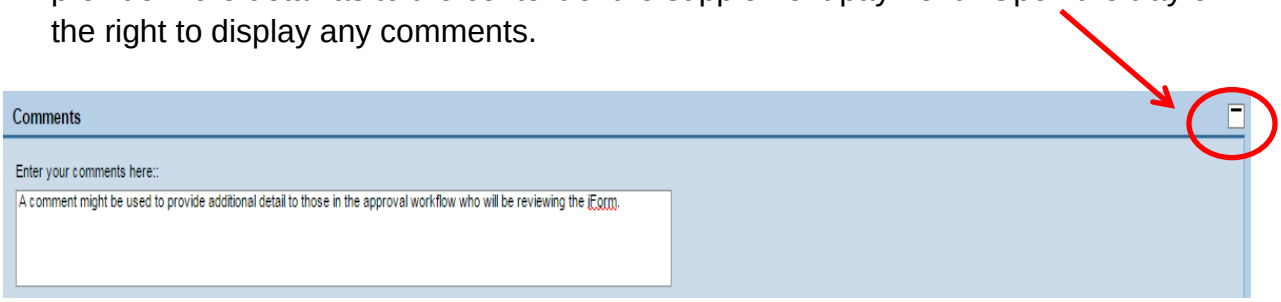
- Select "Update CO Descriptions" to update the description text for all cost objects used in the iForm.

Supplemental Pay iForm (cont.)

4. Provide a detailed explanation supporting the reason for the payment in "Supplemental Details". Ensure details include any specifics necessary based upon the funding source and school/department requirements. For summer supplements, it is helpful to include the equivalent % effort for associated payroll costs. Field is free text and the comments cannot be modified once submitted. Users can paste information into the field from a source document.



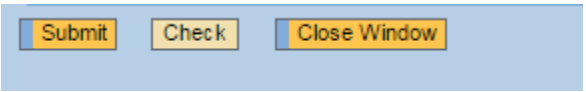
5. IForms initiators may choose to provide additional comments in the "Comments" section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the supplement payment. Open the tray on the right to display any comments.



6. "Status Overview" will be populated once the iForm enters workflow. When initiated, it indicates that the form as not been sent.

Supplemental Pay iForm (cont.)

7. Select the appropriate action button.



- “Submit” will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
- “Check” will validate the iForm information. It will generate error and warning messages. It will also confirm if information is consistent in the iForm. It is recommended that you “Check” and iForm prior to submission.
- “Close Window” will close the iForm. No information is saved.

Supplemental Pay iForm (cont.)

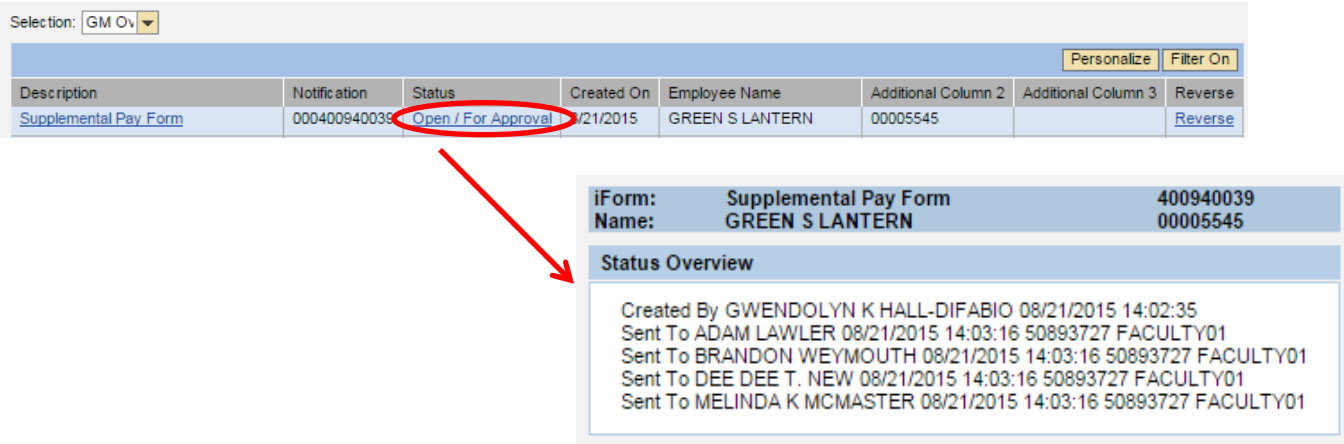
Tracking the Status of the Supplemental Pay iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

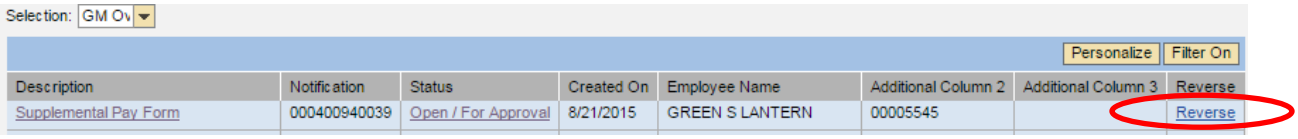
2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

Supplemental Pay iForm (cont.)

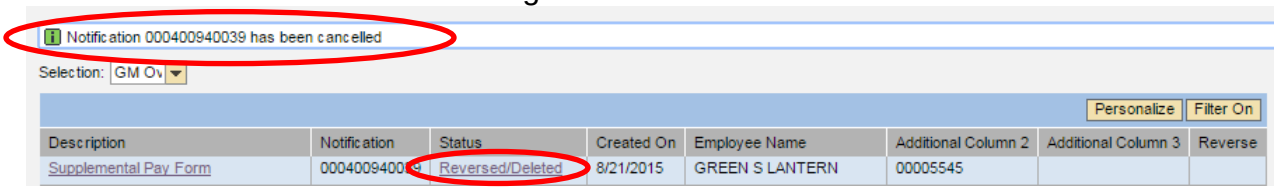
3. "IForms Overview" will show a list of all iForms the users had initiated and their status. Select the hyperlink in the "Status" column to see the approvers who currently have the iForm in their approval que. Please note: the iForm has not been completed until the last action in the Status Overview indicates "Processed On" with a date and time stamp.



4. In the event there is an error in the iForm, select "Reverse" to pull the iForm out of workflow and return it to the initiator prior to the iForm interfacing with SAP. Please note: If an iForm is reversed, it removes all approvals and will need to be approved by all approvers a second time.



Once the iForm is revered, the user receives a message indicating the iForm can be canceled and the status is changed to "Reversed/Deleted".



Supplemental Pay iForm (cont.)

Related Guidance and Resources

Institutional Policies:

- GAP 101.6, Supplemental Payments To Exempt Employees
    - *Please note: Management centers may have separate supplemental pay policies. The management center policy should be used to supplement this procedure.*
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects

Payroll Schedules and Deadlines for iForm Transactions:

- Monthly Payroll Deadlines for Department Payroll Representatives

General Ledger Account Definitions:

- Payroll Expenses

Faculty Handbook:

- Faculty Compensation Guidance

Viewing Cost Distribution Detail

Viewing the Cost Distribution Detail

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to view the cost distribution detail for employees across Duke.

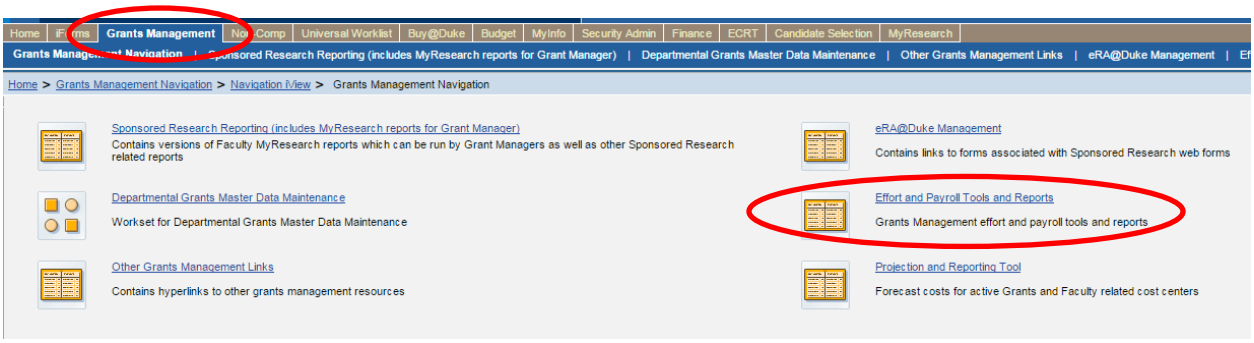
The following guidance applies when using the Cost Distribution Detail View:

- The Cost Distribution View includes the information outlined below. Information will display for faculty and/or staff as indicated.
    - Current primary and secondary appointments recorded in dFac – Faculty Only
    - Education as recorded in dFac – Faculty Only
    - Total Professional Effort – Faculty Only
    - Cost distribution as of today's date – Faculty and Staff
    - Past, current, and future cost distributions which includes cost distribution information back to SAP go-live date in 2002 and information for all current and future dated cost distribution iForms that have been fully approved – Faculty and Staff
- The Cost Distribution View is an excellent tool to review prior to completing a Request for Cost Distribution Change iForm as it provides important information necessary to prepare prior to starting the iForm.

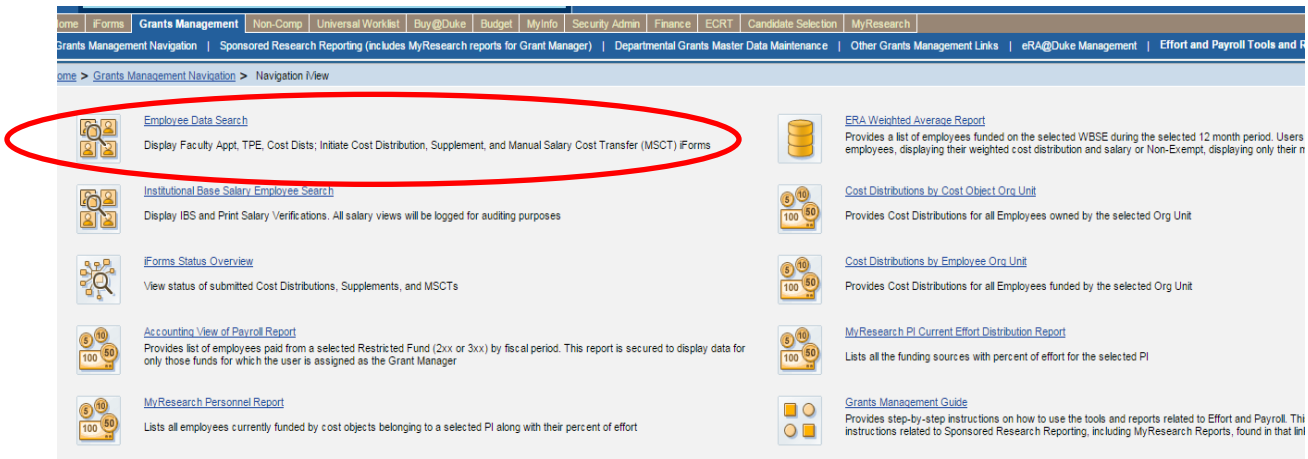
Viewing Cost Distribution Detail (cont.)

Accessing the Cost Distribution Detail

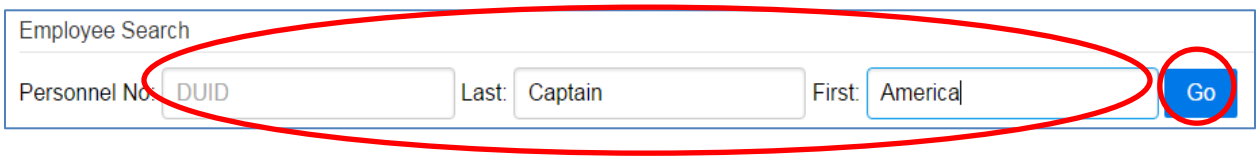
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.



3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard.



Viewing Cost Distribution Detail (cont.)

4. Employee personnel data will return. Select the hyperlink associated with the employee's name to review the Cost Distribution Detail.

Show 10 entries Filter:

Person No	Employee	Position Title	Personnel Sub Area	BFR Description	Business Manager	Status	Non-Comp Indicator	iForm
00373914	CAPTAIN AMERICA	CAPTAIN	FAC TEN/T TK-CL	The Avengers Institute		Active	N	

Previous 1 Next

Cost Distribution Detail

Name: CAPTAIN AMERICA BFR Description: THE AVENGERS INSTITUTE

Appointments

Type of Appointment	BFR Description	Appointment Title	Job Title	Appointment Term
Primary	CENTER FOR SUPER HEROES	Associate Professor of the Avengers	ASSOC PROFESSOR	11 months paid over 12 months
Membership	CENTER FOR SUPER HEROES	Faculty Network Member in the Center for ...		

Education

Degree	Institution	Graduation Year
Doctor of Medicine	Stanford University	1996
Doctor of Philosophy	Stanford University	1995

Total Professional Effort

Start Date	End Date	PDC	University	VA	Total
07/01/2014	06/30/2015	19.00	81.00	0.00	100.00
07/01/2013	06/30/2014	19.00	81.00	0.00	100.00
07/01/2012	06/30/2013	18.80	81.20	0.00	100.00
07/01/2012	06/30/2013	19.00	81.00	0.00	100.00

Cost Distribution - Current

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
03/01/2015	12/31/9999	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.00
03/01/2015	12/31/9999	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
03/01/2015	12/31/9999	4219704		MOVEMENT DISORDERS GME	60	02	1.00
03/01/2015	12/31/9999		2032266	5R01-DA031833-03	60	36	5.00
03/01/2015	12/31/9999		2033838	5R01-NS064577-07	60	36	29.70
03/01/2015	12/31/9999		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.00
03/01/2015	12/31/9999	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.30
03/01/2015	12/31/9999	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
03/01/2015	12/31/9999		2032884	5R21-NS079860-02	60	36	19.00
03/01/2015	12/31/9999		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
03/01/2015	12/31/9999		2033673	4R33-MH095725-03	60	36	5.00
03/01/2015	12/31/9999		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.00
03/01/2015	12/31/9999		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.00
03/01/2015	12/31/9999		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.00

Cost Distribution - All (Past, Current, Future)

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
08/01/2005	06/30/2006	4414229		NICOLE CALAKOS START-UP FUNDING	60	13	45.00
08/01/2005	06/30/2006		3028230	7K08-NS-041344-05	60	36	55.00
07/01/2006	07/31/2006	4414229		NICOLE CALAKOS START-UP FUNDING	60	13	100.00
08/01/2006	06/30/2007		3028167	5K02-NS-054840-05	60	13	60.80
08/01/2006	06/30/2007		3933213	GSK RESEARCH FUND	60	36	25.00
08/01/2006	06/30/2007		3028167	5K02-NS-054840-05	60	34	14.20
07/01/2007	07/31/2007		3028167	5K02-NS-054840-05	60	13	60.80
07/01/2007	07/31/2007		3028167	5K02-NS-054840-05	60	34	18.20
07/01/2007	07/31/2007		3827425	RUTH K. BROAD FELLOWSHIP GRANT	60	36	1.00
07/01/2007	07/31/2007		3835774	2007 NARSAD YOUNG INVEST AWARD	60	36	5.00
07/01/2007	07/31/2007		3837828	THE KLINGENSTEIN RES FELLOWSHIP AWARD	60	36	4.80
07/01/2007	07/31/2007	4419005		NEUROLOGY RESEARCH ADMINISTRATION	60	01	2.00
07/01/2007	07/31/2007	4419021		NEUROLOGY UNFUNDED RESEARCH	60	37	8.20
08/01/2007	03/31/2008		3028167	5K02-NS-054840-05	60	13	60.80
08/01/2007	03/31/2008		3028167	5K02-NS-054840-05	60	34	18.20
08/01/2007	03/31/2008		3827425	RUTH K. BROAD FELLOWSHIP GRANT	60	36	1.00
08/01/2007	03/31/2008		3835774	2007 NARSAD YOUNG INVEST AWARD	60	36	5.00
08/01/2007	03/31/2008		3837828	THE KLINGENSTEIN RES FELLOWSHIP AWARD	60	36	4.80
08/01/2007	03/31/2008	4419005		NEUROLOGY RESEARCH ADMINISTRATION	60	01	2.00
08/01/2007	03/31/2008	4419021		NEUROLOGY UNFUNDED RESEARCH	60	37	8.20
04/01/2008	06/30/2008		3028167	5K02-NS-054840-05	60	13	60.80
04/01/2008	06/30/2008		3028167	5K02-NS-054840-05	60	34	18.20
04/01/2008	06/30/2008		3827425	RUTH K. BROAD FELLOWSHIP GRANT	60	36	1.00
04/01/2008	06/30/2008		3835774	2007 NARSAD YOUNG INVEST AWARD	60	36	5.00
04/01/2008	06/30/2008		3837828	THE KLINGENSTEIN RES FELLOWSHIP AWARD	60	36	4.80

- Only the trays that have information will be automatically opened.
- Appointments, Education, and Total Professional Effort will never contain data for staff.
- Total Professional Effort will not display data for faculty if the faculty member's effort is 100% on university activities with no PDC and/or VA activities.

Viewing Cost Distribution Detail (cont.)

Understanding the Cost Distribution Detail

This section will discuss each tray of the Cost Distribution Detail.

5. The employee's name and owning BFR displays. The first tray, "Appointments" provides information on primary and secondary appointments held by the employee as recorded in dFac. Please note: This tray will be empty for staff.

Cost Distribution Detail

Name: CAPTAIN AMERICA

BFR Description: THE AVENGERS INSTITUTE

Appointments

Type of Appointment	BFR Description	Appointment Title	Job Title	Appointment Term
Primary	CENTER FOR SUPER HEROES	Associate Professor of the Avengers	ASSOC PROFESSOR	11 months paid over 12 months
Membership	CENTER FOR SUPER HEROES	Faculty Network Member in the Center for ...		

6. The second tray, "Education", displays information on the employee's education as recorded in dFac. Please note: This tray will be empty for staff.

Education

Degree	Institution	Graduation Year
Doctor of Medicine	Stanford University	1996
Doctor of Philosophy	Stanford University	1995

Viewing Cost Distribution Detail (cont.)

7. The third tray, “Total Professional Effort”, displays TPE recorded in ECRT for faculty members whose effort includes activity for the Private Diagnostic Clinics (PDC) and/or the Veteran’s Administration Hospital (VA). Please note: This tray will be empty for staff and for faculty whose effort is spent 100% on university activities. Since this information is pulled from ECRT, it is critical that changes to TPE be recorded accurately in ECRT when the change occurs. Contact the employee’s effort coordinator or primary department if more information is needed.

Total Professional Effort

Start Date	End Date	PDC	University	VA	Total
07/01/2014	06/30/2015	19.00	81.00	0.00	100.00
07/01/2013	06/30/2014	19.00	81.00	0.00	100.00
07/01/2012	06/30/2013	18.80	81.20	0.00	100.00
07/01/2012	06/30/2013	19.00	81.00	0.00	100.00

8. The fourth tray, “Cost Distribution Current”, displays the cost distribution for the employee for the current date. This includes the start and end dates for the cost distribution, the cost object used, the services type/service category (general ledger account) being expensed, and the percentage of effort being associated with the cost object/general ledger account combination.

Cost Distribution - Current

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
03/01/2015	12/31/9999	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.00
03/01/2015	12/31/9999	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
03/01/2015	12/31/9999	4219704		MOVEMENT DISORDERS GME	60	02	1.00
03/01/2015	12/31/9999		2032266	5R01-DA031833-03	60	36	5.00
03/01/2015	12/31/9999		2033838	5R01-NS064577-07	60	36	29.70
03/01/2015	12/31/9999		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.00
03/01/2015	12/31/9999	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.30
03/01/2015	12/31/9999	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
03/01/2015	12/31/9999		2032884	5R21-NS079860-02	60	36	19.00
03/01/2015	12/31/9999		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
03/01/2015	12/31/9999		2033673	4R33-MH095725-03	60	36	5.00
03/01/2015	12/31/9999		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.00
03/01/2015	12/31/9999		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.00
03/01/2015	12/31/9999		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.00

Viewing Cost Distribution Detail (cont.)

9. The fifth tray, “Cost Distribution – All (Past, Current, Future)” display comprehensive view of an employee’s cost distribution. It includes cost distribution dating to 2002 and includes any future dated cost distribution iForms that have been fully approved. This includes the start and end dates for the cost distribution, the cost object used, the services type/service category (general ledger account) being expensed, and the percentage of effort being associated with the cost object/general ledger account combination. This is a great resource to use when preparing a Request for a Cost Distribution Change iForm.

Cost Distribution - All (Past, Current, Future)

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
01/01/2015	02/28/2015		2032266	5R01-DA031833-03	60	36	5.00
01/01/2015	02/28/2015		2033838	5R01-NS064577-07	60	36	34.00
01/01/2015	02/28/2015		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	1.00
01/01/2015	02/28/2015	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	10.00
01/01/2015	02/28/2015	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
01/01/2015	02/28/2015		2032884	5R21-NS079860-02	60	36	19.00
01/01/2015	02/28/2015		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	1.50
01/01/2015	02/28/2015		2033673	4R33-MH095725-03	60	36	5.00
01/01/2015	02/28/2015		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	2.00
01/01/2015	02/28/2015		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	1.50
01/01/2015	02/28/2015		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	1.00
03/01/2015	12/31/9999	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.00
03/01/2015	12/31/9999	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
03/01/2015	12/31/9999	4219704		MOVEMENT DISORDERS GME	60	02	1.00
03/01/2015	12/31/9999		2032266	5R01-DA031833-03	60	36	5.00
03/01/2015	12/31/9999		2033838	5R01-NS064577-07	60	36	29.70
03/01/2015	12/31/9999		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.00
03/01/2015	12/31/9999	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.30
03/01/2015	12/31/9999	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
03/01/2015	12/31/9999		2032884	5R21-NS079860-02	60	36	19.00
03/01/2015	12/31/9999		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
03/01/2015	12/31/9999		2033673	4R33-MH095725-03	60	36	5.00
03/01/2015	12/31/9999		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.00
03/01/2015	12/31/9999		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.00
03/01/2015	12/31/9999		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.00

- Remember to scroll up or down the page to view all cost distributions.

Viewing Cost Distribution Detail (cont.)

In the example below, a Request for Cost Distribution Change iForm was submitted with a start date of 08/04/2015 and an end date of 9/30/2015. This iForm ended the cost distribution which began 03/01/2015 as of 08/03/2015. Because the Request for Cost Distribution Change iForm defined a specific end date, the cost distribution reverted back to the cost distribution in place prior to the iForm being approved; therefore there is a cost distribution that begins 10/1/2015. Essentially, SAP allowed a record to be "inserted" for the period 8/4/2015 – 9/30/2015 and the information before and after that record insertion are the same. For this reason, it is important to be cautious when using end dates.

- Cost distribution ended by 8/4/2015-9/30/2015 iForm.
- Cost distribution specifically defined in the 8/4/2015-9/30/2015 iForm. This is the "inserted" record.
- Cost distribution effective as of the end date defined in the iForm. Aligns with the distribution from 3/1/2015 – 8/3/2015.

Cost Distribution - All (Past, Current, Future)

Begin Date	End Date	Cost Center	WBS	Cost Object Description	ST	SC	PCT
03/01/2015	08/03/2015		2033838	5R01-NS064577-07	60	36	29.70
03/01/2015	08/03/2015		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	2.00
03/01/2015	08/03/2015	4414229		NICOLE CALAKOS START-UP FUNDING	60	31	5.30
03/01/2015	08/03/2015	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
03/01/2015	08/03/2015		2032884	5R21-NS079860-02	60	36	19.00
03/01/2015	08/03/2015		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
03/01/2015	08/03/2015		2033673	4R33-MH095725-03	60	36	5.00
03/01/2015	08/03/2015		3836149	MCKNIGHT ENDOW/NEUROSCIENCE AWD	60	34	5.00
03/01/2015	08/03/2015		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	2.00
03/01/2015	08/03/2015		3837060	HARRINGTON DISCOVERY INST RES GRANT AGRT	60	34	5.00
08/04/2015	09/30/2015	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	12.00
08/04/2015	09/30/2015	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
08/04/2015	09/30/2015	4219704		MOVEMENT DISORDERS GME	60	02	1.00
08/04/2015	09/30/2015		2032266	5R01-DA031833-03	60	36	5.00
08/04/2015	09/30/2015		2033838	5R01-NS064577-07	60	36	34.70
08/04/2015	09/30/2015		3833906	DYSTONIA MEDICAL RESEARCH FNDNT AGRMNT	60	36	7.00
08/04/2015	09/30/2015	4510079		TRANSLATIONAL NEUROSCI CTR RENOV STARTUP	60	31	10.00
08/04/2015	09/30/2015		2032884	5R21-NS079860-02	60	36	19.00
08/04/2015	09/30/2015		3590185	UNIV OF FLA #UFDSP00010096/00106124	60	36	2.00
08/04/2015	09/30/2015		3590205	UNIV OF FLA #UFDSP00010186/00114392	60	36	7.30
10/01/2015	12/31/9999	4116364		DEPARTMENT OF MEDICINE NEUROLOGY DIVISIO	60	13	7.00
10/01/2015	12/31/9999	4419704		MOVEMENT DISORDERS RESEARCH ADMIN	60	31	2.00
10/01/2015	12/31/9999	4219704		MOVEMENT DISORDERS GME	60	02	1.00
10/01/2015	12/31/9999		2032266	5R01-DA031833-03	60	36	5.00
10/01/2015	12/31/9999		2033838	5R01-NS064577-07	60	36	29.70

Viewing Cost Distribution Detail (cont.)

Related Guidance and Resources

Institutional Policies:

- GAP 200.150 Cost Transfers on Federally Sponsored Projects
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects
- GAP 200.360, Charging Clerical and/or Administrative Expenses to Federally Funded Projects

General Ledger Account Definitions:

- Payroll Expenses

Institutional Base Salary Employee Search

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers may have the ability to view Institutional Base Salary (IBS) which can assist with budgeting and salary verification.

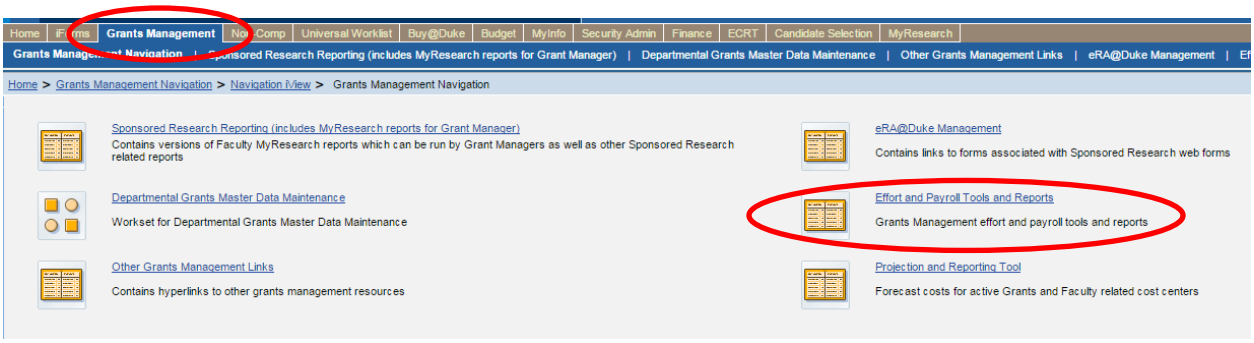
The following guidance applies to accessing and using IBS:

- Access to view IBS is associated with a specific SAP security role; therefore it must be assigned individually to each Grant Manager. Business managers and department business processes will dictate if Grant Managers need the role in order to perform their job responsibilities. Grant Managers, who have questions about gaining access to IBS, should work directly with their Business Manager.
- Grant Managers, who have the IBS security role, will only be able to view the IBS for employees in the organizational units assigned to security profile. The view will display both primary and secondary faculty appointments in the organizational units assigned.
- Duke considers salary information highly ***confidential***; therefore, Grant Managers with IBS access should only view an employee's salary information when it is necessary to perform a specific task. Business Managers will have access to audit reports to monitor who is accessing salary information and the frequency in which they are accessing this data.
- For faculty members, the IBS view will include appointment information pulled from dFac. The dFac (Duke Faculty) tool is the central system that provides a means to manage a wide variety of faculty information including (but not limited to) appointments, education, and tenure information. For staff, this section of the view will be blank as exempt and non-exempt staff members do not hold appointments.
- IBS access provides "view only" functionality. Salary, appointment, or other changes cannot be made through this tool.
- Questions about the components of IBS should be directed addressed with the Business/HR office of the business unit in accordance with the unit's defined business process.

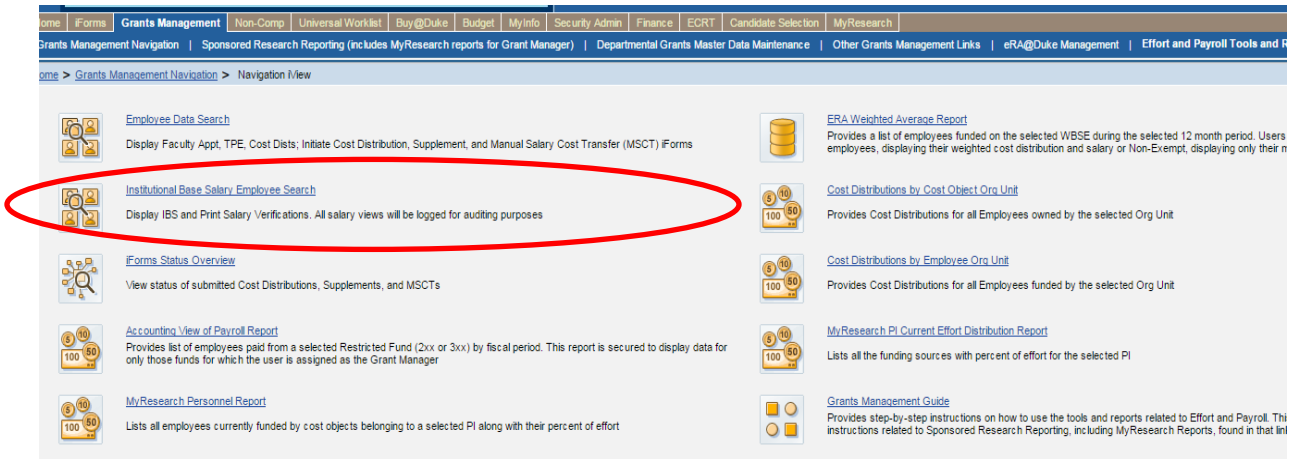
Institutional Base Salary (cont.)

Accessing Institutional Base Salary Employee Search

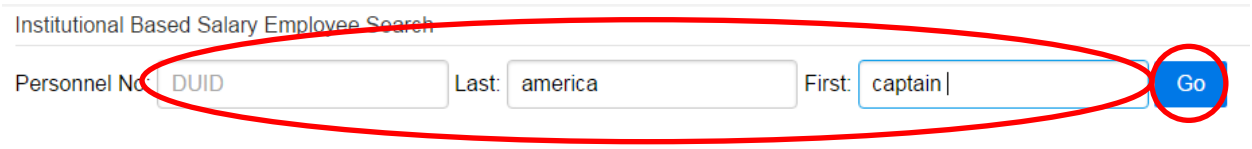
1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.



2. From “Effort and Payroll Tools and Reports”, select “Institutional Base Salary Employee Search”.



3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard.



Institutional Base Salary (cont.)

4. Employee personnel data will return. Select the hyperlink associated with the employee's name to view the "Institutional Base Salary Display". Select the "Print" hyperlink to display the "Salary Verification Sheet PDF" that provides the information typically requested by Sponsors.

Institutional Base Salary (cont.)

Base Salary Display

1. Select the hyperlink associated with the employee's name to view the "Institutional Base Salary Display".

Show 10 entries Filter:

Person No	Employee	Position Title	Personnel Sub Area	BFR Description	Business Manager	Status	Non-Comp Indicator	Print
00373914	CAPTAIN AMERICA	CAPTAIN	FAC TEN/T TK-CL	The Avengers Institute		Active	N	Print

Previous 1 Next

Institutional Base Salary Display

Name: CAPTAIN AMERICA BFR Description: THE AVENGERS INSTITUTE

Institutional Base Salary

Start Date	End Date	Monthly Institutional Base Salary	Full_Time Equivalent	Hours/Week	Weeks/Year	Wage Type Description
07/01/2014	12/31/9999	12,375.00	1.00	40.00	52.00	PRIMARY SALARY-FAC/STAFF

Appointments

Type of Appointment	BFR Description	Appointment Title	Job Title	Appointment
Primary	CENTER FOR SUPER HEROES	Associate Professor of the Avengers	ASSOC PROFESSOR	11 months paid over 12 months
Membership	CENTER FOR SUPER HEROES	Faculty Network Member in the Center for Su…		

Provides:

- Effective date of IBS
- IBS dollar amount
  - Monthly IBS for faculty and exempt staff
  - Hourly IBS rate for non-exempt staff
  - Details on FTE, hours/week and weeks/per year. If you have questions about this information, please contact your department payroll representative.
- SAP wage type used for salary payment

- dFac information for all Duke appointments.
- Section will be blank for staff.

Institutional Base Salary (cont.)

Salary Verification Sheet

1. Select the hyperlink associated with the Print column for the employee of interest to view the employee's "Salary Verification Sheet PDF". The "Salary Verification Sheet PDF" is two pages. Grant Managers will need to scroll down to see the second page of the PDF. If information is being pulled to fulfill a sponsor's request, only the first page may be needed.

Show 10 entries Filter:

Person No	Employee	Position Title	Personnel Sub Area	BFR Description	Business Manager	Status	Non-Comp Indicator	Print
00373914	CAPTAIN AMERICA	CAPTAIN	FAC TEN/T TK-CL	The Avengers Institute		Active	N	Print

Previous 1 Next

Salary Verification Sheet as of 08/27/2015 Org. Key: **DDL3**

Duke University/Health System

Duke Unique ID #: **373914**	Employee Status: **3 Active**	Payroll Area: **UM MONTHLY**

PERSONAL DATA

Last name:	First name:	M.I.:	Other Title:
AMERICA	**CAPTAIN**		

TYPE OF PAYMENT	DATE SPECIFICATIONS	
Wage Type: **1400**	Last Rate Adj. Date: **07/01/2014**	Continuous Service Date: **08/01/2005**
Rate of Pay: **$12,375.00** [ ] Hour [X] Month	Position Effective Date: **08/01/2005**	

ORGANIZATIONAL DATA

Position: **50038668 CAPTAIN**	Company Code: **0010**
Per. Area: **1100 MEDICAL CENTER**	Per. Subarea: **0019 FAC TEN/T TK-CL**
Employee Group: **1 EXEMPT> = 20 HRS/WK**	Employee Subgroup: **DU ALL OTHER**
Organizational Unit: **50893744 The Avengers Institute**	
Default Cost Center or WBS Element: **1511099 MISC UNALLOCATED**	
Job: **1546 ASSOC PROFESSOR**	
Job Family: **JF 40 40 - FACULTY**	
Job Level: **00**	

(Additional Information on Reverse Side of Form)

Retain for Departmental Employee Personnel Records

This form is for confirmation purposes only. DO NOT try to use this form to make any changes.

Page 1 provides:

- Current information as of the date listed
- General personnel information
- Length of service details
- Rate of pay detail:
  - Monthly salary for faculty and exempt staff
  - Hourly rate of pay for non-exempt staff
- Information on the SAP critical attributes associated with the employee's position
- Title and job family details
- PDF can be printed or downloaded for distribution to Sponsors.
- Remember: salary information is ***confidential.*** Printing and distributing this information should directly relate to job responsibilities and authorized request for information.

Institutional Base Salary (cont.)

Salary Verification Sheet as of 08/27/2015

SALARY VERIFICATION SHEET (Page 2)

Last name:	First name:	M.I.:
AMERICA	CAPTAIN	

COST DISTRIBUTION

Company Code	Cost Center or WBS Element	Serv.Typ.	Serv.Cat.	% Amount
0010	4116364 MED NEUROLOGY UME	60	13	7.00
0010	4419704 MD RESEARCH ADMIN	60	31	2.00
0010	4219704 MD GME	60	02	1.00
0010	2032266 5R01-DA031833-03	60	36	5.00
0010	2033838 5R01-NS064577-07	60	36	29.70
0010	3833906 DYSTONIA MEDICAL RES	60	36	2.00
0010	4414229 CALAKOS START-UP	60	31	5.30
0010	4510079 CTR RENOV START-UP	60	31	10.00
0010	2032884 5R21-NS079860-02	60	36	19.00
0010	3590185 UNIV OF FLA #UFDSP00	60	36	2.00
0010	2033673 4R33-MH095725-03	60	36	5.00
0010	3836149 MCKNIGHT ENDOW/NEURO	60	34	5.00
0010	3590205 UNIV OF FLA #UFDSP00	60	36	2.00
0010	3837060 HARRINGTON DISCOVERY	60	34	5.00

Retain for Departmental Employee Personnel Records

This form is for confirmation purposes only. DO NOT try to use this form to make any changes.

Page 2 provides:

- Detailed view of the employee's cost distribution:
  - Cost object expensed
  - Service type/services category (G/L account)
  - Percent of effort to the cost object /general ledger account combination
- PDF can be printed or downloaded for distribution to Sponsors.
- Remember: salary information is ***confidential.*** Printing and distributing this information should directly relate to job responsibilities and authorized request for information.

Institutional Base Salary (cont.)

Related Guidance and Resources

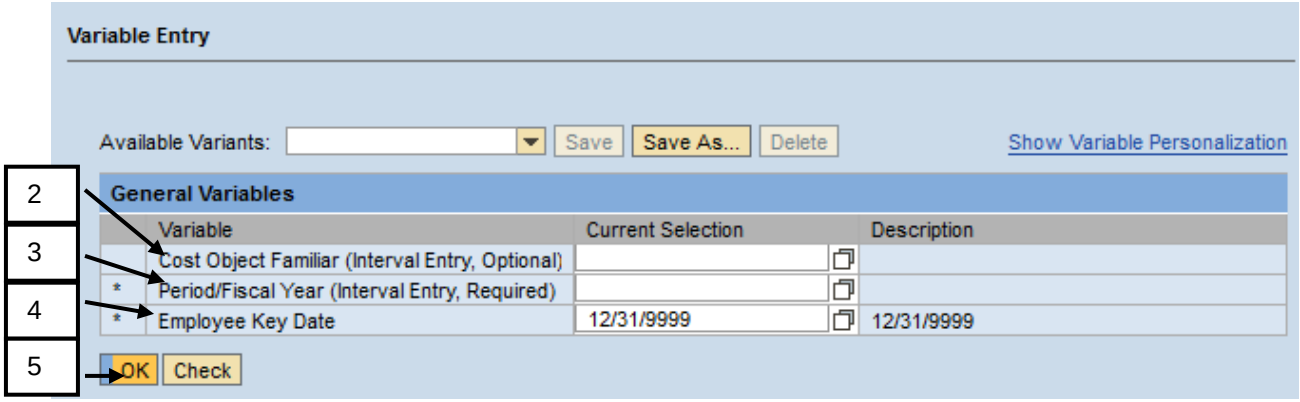
Corporate Payroll Services web page:
www.payroll.duke.edu

Accounting View of Payroll

Note: *This report displays payroll activity for cost objects assigned to you including WBS elements where you are the Grant Manager and Cost Centers where you are the Responsible Financial Person. If you aren't assigned to cost objects, then no data will be displayed/returned on the report. Named are not displayed in instructions to ensure confidentiality of salary information.*

1. From the *Sponsored Research Reporting* page, click on the **Accounting View of Payroll Report** (underlined link) to display the report's selection screen.

On the *Accounting View of Payroll Report Variable Entry* page:



2. **Enter a value** in the **Cost Object Familiar** field **OR leave blank** per one of the options listed below:
   - Enter a single **Cost Object**
   - Enter a **range of Cost Objects** - click on the **Drop-down** for the field, enter values in required **From** and **To** fields in the **Value Range** box, and click **OK**.
   - **Leave the field blank** to select all cost objects assigned to you.

   Note: *If you enter a **Cost Object not assigned to you,** then **no data will be returned** in the report.*

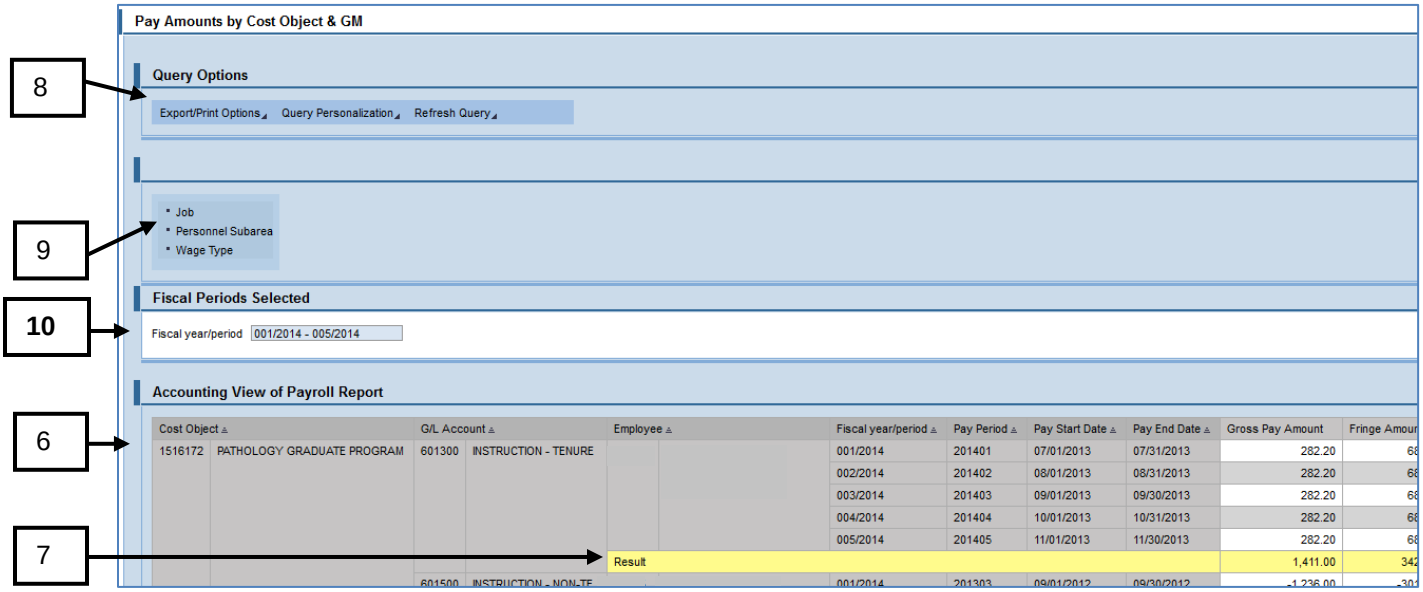
3. Enter the **FISCAL period and year** in the **Period/Fiscal Year (Interval Entry Required)** field as follows:
   - Enter the value as **MMM/YYYY** (where **MMM is fiscal period** and **YYYY is fiscal year** – Example **001/2014**)
   - Enter the Fiscal Period as a **3 digit value**, example 001
   - Enter the Fiscal Year as a **4 digit value**, example 2014
   - Enter ranges in the field with this format: **MMM/YYYY – MMM/YYYY** (**examples** = **001/2014 – 003/2014** or you can cross fiscal years such as **011/2014 – 001/2015**)

Accounting View of Payroll (cont.)

4. Ensure **12/31/9999** is displayed in the **Employee Key Date** field (this value defaults; **do not delete this value**)

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

On the *Accounting View of Payroll Report - Pay Amounts by Cost Object & GM* page:



6. **Review the data** on the Accounting View of Payroll report section at the bottom of the screen – **the data displayed is based on the selection criteria** and includes:
   - **Cost Object** – the 7 digit Cost Object and description
   - **G/L Account** – the 6 digit G/L Account and description
   - **Employee** - Duke Unique ID (DUID) and name of employee paid from the Cost Object
   - **Fiscal Period** – Fiscal period of the salary payment
   - **Pay Period, Pay Start Date, Pay End Date** – Pay period along with beginning and end dates of the salary payment
   - **Gross Pay Amount** – the gross salary paid for the period/periods selected.
   - **Fringe Amount** – the calculated fringe amounts associated with the gross pay.
   - **Fringe Supplement Amount** – the calculated supplement fringe amounts associated with the gross pay.

Accounting View of Payroll (cont.)

7. Note the following about the **standard view of the report** and the subtotal /totals:
   - In the standard view of the report, Gross Pay and Fringe/Fringe Supplement Amounts are presented by Employee and by fiscal period, subtotaled by G/L Account, and then subtotaled by Cost Object.
   - If a **single fiscal period/year was selected**, then the **Gross Pay Amount total for a Cost Object and G/L Account combination** will **tie to the payroll accounting postings** for that **same combination of your line item financial report**.

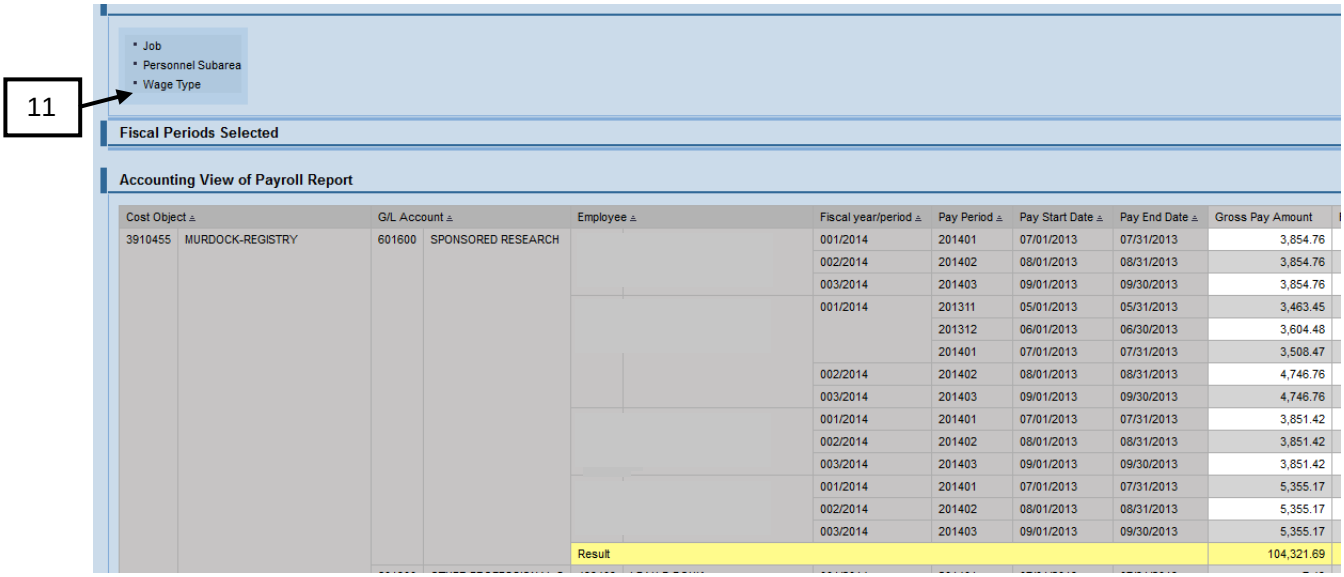
8. Use the **Query Options** section to perform functions as needed per the steps below:
   - To print the report, click on the **Export/Print Options** link and in the callout box, choose either **PDF Letter/Portrait** to print as a PDF portrait view on a letter-size sheet ***OR*** **PDF Letter/Landscape** to print as a PDF landscape view on a letter-size sheet. Click OK to print.
   - To export the report, click on the **Export/Print Options** link and in the callout box, choose **Excel** and choose Open or Save on the next screen. If Save option is chosen, complete the fields to save as needed.
   - To save your changes/revisions made to the standard view of the report, click on the **Query Personalization** link and choose **Personalize Query**. Each time the report is run in the future, your personalized view will automatically display.
   - To delete/remove the personalized view and return to the standard view, click on the **Query Personalization** link and choose **Delete Personalization** to return to the standard view of the report.
   - To open the Variable Entry (selection) screen and change the selection criteria and run a new report, click on the **Refresh Query** link.

9. Use the **Select Characteristics** section (middle section) to change the view of the standard report to include more details on the components of an employee's gross pay, the personnel subarea, and the employee's job title.
   - Place cursor over characteristic listed in the middle section of the screen.
   - Review the box that appears and contains instructions to drag and drop.
   - Left mouse click on the title of any column displayed in the report and move it to the **Select Characteristics** section to remove it from the report.
   - Review the examples on next pages of ways to change the report.

10. The **Fiscal Period Display** box shows the fiscal period or range of periods being displayed in the report. This is a display box only and the **Refresh Query** referenced in Step 8 can be used to change the report range.

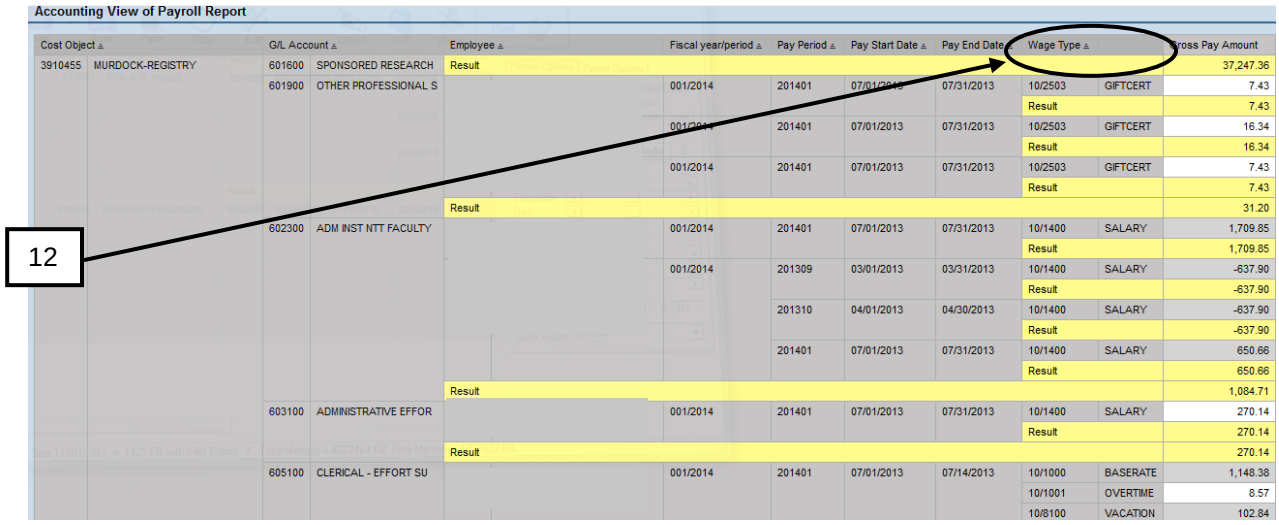
Accounting View of Payroll (cont.)

EXAMPLE 1 - To see the components of an individual's gross pay:



Cost Object		G/L Account		Employee	Fiscal year/period	Pay Period	Pay Start Date	Pay End Date	Gross Pay Amount
3910455	MURDOCK-REGISTRY	601600	SPONSORED RESEARCH		001/2014	201401	07/01/2013	07/31/2013	3,854.76
					002/2014	201402	08/01/2013	08/31/2013	3,854.76
					003/2014	201403	09/01/2013	09/30/2013	3,854.76
					001/2014	201311	05/01/2013	05/31/2013	3,463.45
						201312	06/01/2013	06/30/2013	3,604.48
						201401	07/01/2013	07/31/2013	3,508.47
					002/2014	201402	08/01/2013	08/31/2013	4,746.76
					003/2014	201403	09/01/2013	09/30/2013	4,746.76
					001/2014	201401	07/01/2013	07/31/2013	3,851.42
					002/2014	201402	08/01/2013	08/31/2013	3,851.42
					003/2014	201403	09/01/2013	09/30/2013	3,851.42
					001/2014	201401	07/01/2013	07/31/2013	5,355.17
					002/2014	201402	08/01/2013	08/31/2013	5,355.17
					003/2014	201403	09/01/2013	09/30/2013	5,355.17
				Result					104,321.69

11. Use the **Drag and Drop** functionality to **add Wage Type** to the report (see results below).

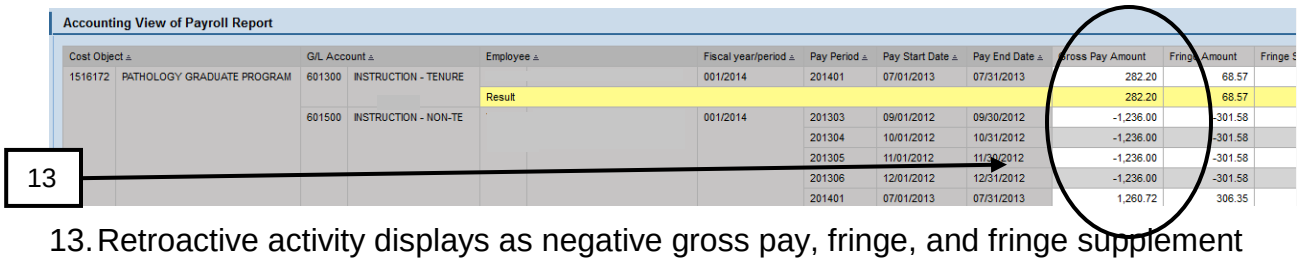


Cost Object		G/L Account		Employee	Fiscal year/period	Pay Period	Pay Start Date	Pay End Date	Wage Type		Gross Pay Amount
3910455	MURDOCK-REGISTRY	601600	SPONSORED RESEARCH	Result							37,247.36
		601900	OTHER PROFESSIONAL S		001/2014	201401	07/01/2013	07/31/2013	10/2503	GIFTCERT	7.43
									Result		7.43
					001/2014	201401	07/01/2013	07/31/2013	10/2503	GIFTCERT	16.34
									Result		16.34
					001/2014	201401	07/01/2013	07/31/2013	10/2503	GIFTCERT	7.43
									Result		7.43
				Result							31.20
		602300	ADM INST NTT FACULTY		001/2014	201401	07/01/2013	07/31/2013	10/1400	SALARY	1,709.85
									Result		1,709.85
					001/2014	201309	03/01/2013	03/31/2013	10/1400	SALARY	-637.90
									Result		-637.90
						201310	04/01/2013	04/30/2013	10/1400	SALARY	-637.90
									Result		-637.90
						201401	07/01/2013	07/31/2013	10/1400	SALARY	650.66
									Result		650.66
				Result							1,084.71
		603100	ADMINISTRATIVE EFFOR		001/2014	201401	07/01/2013	07/31/2013	10/1400	SALARY	270.14
									Result		270.14
				Result							270.14
		605100	CLERICAL - EFFORT SU		001/2014	201401	07/01/2013	07/14/2013	10/1000	BASERATE	1,148.38
									10/1001	OVERTIME	8.57
									10/8100	VACATION	102.84

12. Once Wage Type is added (above), an additional subtotal by individual employee is displayed in addition to the subtotal by employee. The wage type text corresponds to the text displayed on an employee's pay statement:

- Salary, supplements, and pay exceptions for exempt employees
- Base rate, overtime, vacation, sick, holiday, and premium pay for nonexempt employees

Accounting View of Payroll (cont.)



Accounting View of Payroll Report

Cost Object		G/L Account		Employee	Fiscal year/period	Pay Period	Pay Start Date	Pay End Date	Gross Pay Amount	Fringe Amount	Fringe S
1516172	PATHOLOGY GRADUATE PROGRAM	601300	INSTRUCTION - TENURE		001/2014	201401	07/01/2013	07/31/2013	282.20	68.57	
				Result					282.20	68.57	
		601500	INSTRUCTION - NON-TE		001/2014	201303	09/01/2012	09/30/2012	-1,236.00	-301.58	
						201304	10/01/2012	10/31/2012	-1,236.00	-301.58	
						201305	11/01/2012	11/30/2012	-1,236.00	-301.58	
						201306	12/01/2012	12/31/2012	-1,236.00	-301.58	
						201401	07/01/2013	07/31/2013	1,260.72	306.35	

13

13. Retroactive activity displays as negative gross pay, fringe, and fringe supplement amounts.

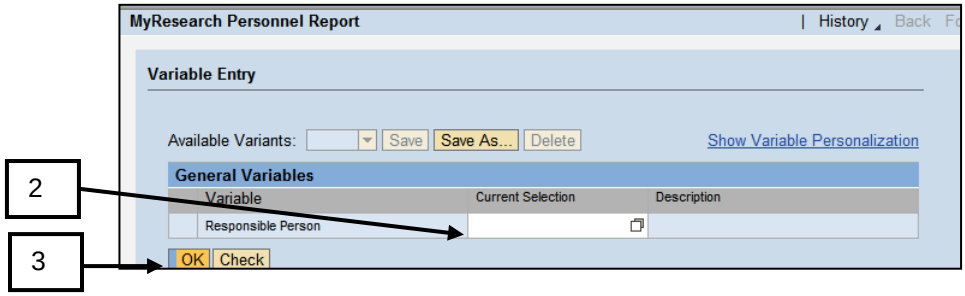
Note: Retroactive amounts from previous periods are posted in the pay period in which the retroactive Cost Distribution iForm transaction processes.

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. This report is also available in the Sponsored Research Reporting tab.

1. From the *Effort and Payroll Tools and 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:



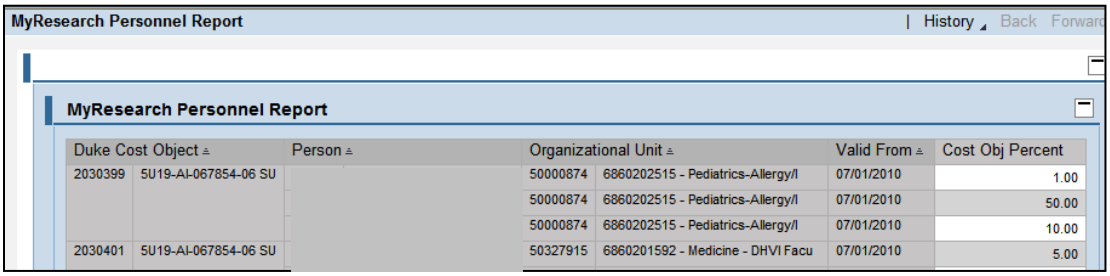
2. To run the report for a **particular Prinicipal Investigator (PI)**, enter the **Duke Unique ID (DUID)** for the PI in the **Responsible Person** field or search by name to find the DUID per the ***Tips for Selecting Criteria for Reports Labeled as MyResearch*** section of this Guide:

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

Personnel Report (cont.)

On the resulting *MyResearch Personnel Report*:

4



Duke Cost Object		Person	Organizational Unit		Valid From	Cost Obj Percent
2030399	5U19-AI-067854-06 SU		50000874	6860202515 - Pediatrics-Allergy/I	07/01/2010	1.00
			50000874	6860202515 - Pediatrics-Allergy/I	07/01/2010	50.00
			50000874	6860202515 - Pediatrics-Allergy/I	07/01/2010	10.00
2030401	5U19-AI-067854-06 SU		50327915	6860201592 - Medicine - DHVI Facu	07/01/2010	5.00

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 **beginning date** from which the current funding was valid.
   - **Cost Object Percent** – The **percentage funded** from this Cost Object (Fund Code) for that employee.

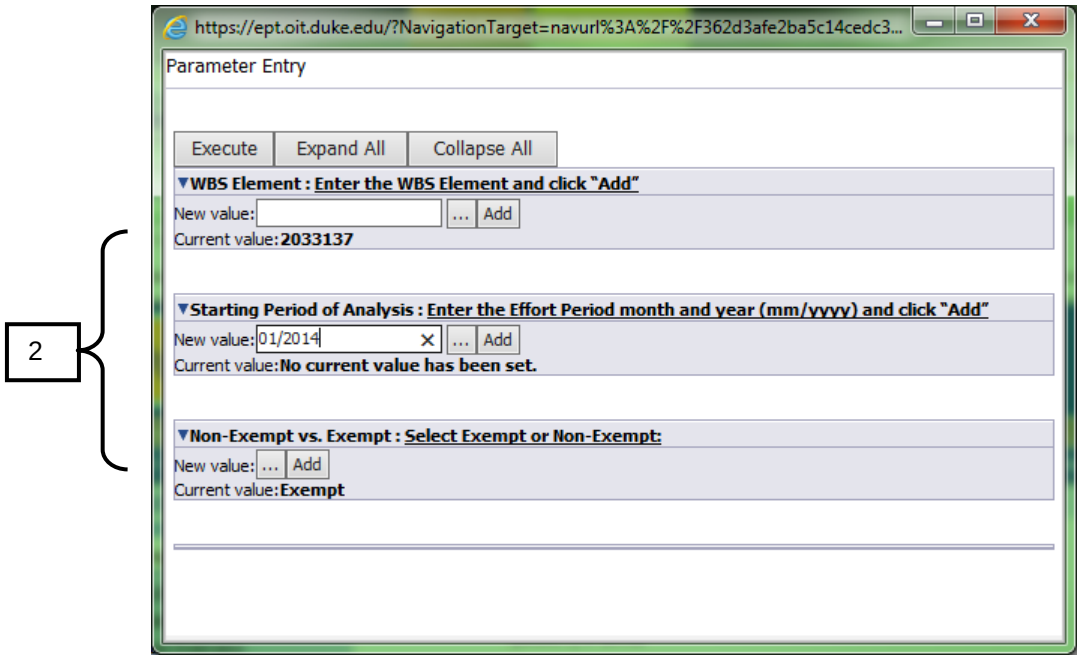
5. Refer to the section of this guide titled Sponsored Research Reporting (includes MyResearch Reports for Grants Manager) to see more details regarding these types of reports, such as:
   - Tips for Selecting Criteria for Reports Labeled as “MyResearch”
   - Other MyResearch Report Functions.

Weighted Average Report

Note: This report provides a list of employees funded on the selected WBS Element during the selected 12 month period. The report may be generated for Exempt employees to display their weighted average cost distribution and salary or for Non-Exempt to display only their monthly salary. The report selection is different from many other reports in the Grants Management tab. Access is limited to those assigned as the Grant Manager (GM) 1 or Grant Manager (GM) 2 in the cost object's master data.

1. From the *Effort and Payroll Tools and Reports* page, click on the **Weighted Average Report** (underlined link) to display the report's selection screen.

On the *Parameter Entry* page:



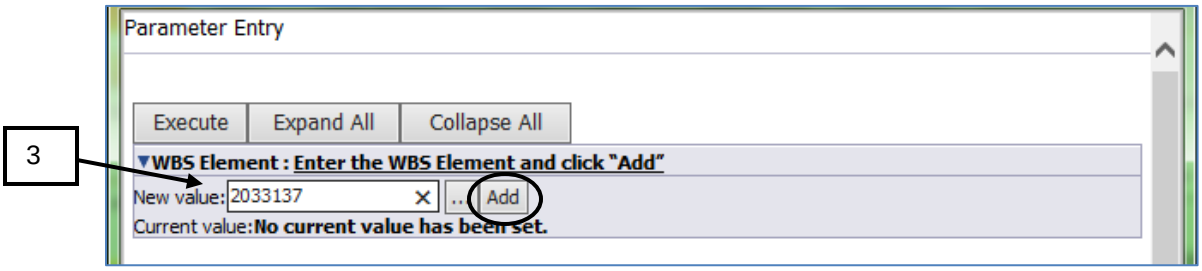
Note: If you click on the underlined name link for a field, you will close the field section. See step below for more guidance.

2. Review the fields available for selecting the data to be included in the report and note the following selection tips about this type of report:
   - Each selection field is displayed in a separate shaded section (if sections are not open, use the individual **"twistee"** icon to open, click on the underlined link name of the field, or use the **Expand All** button).
   - The goal of selecting criteria is to have the desired selection value displayed in in the **Current value:** field (a message indicates if nothing is selected yet).

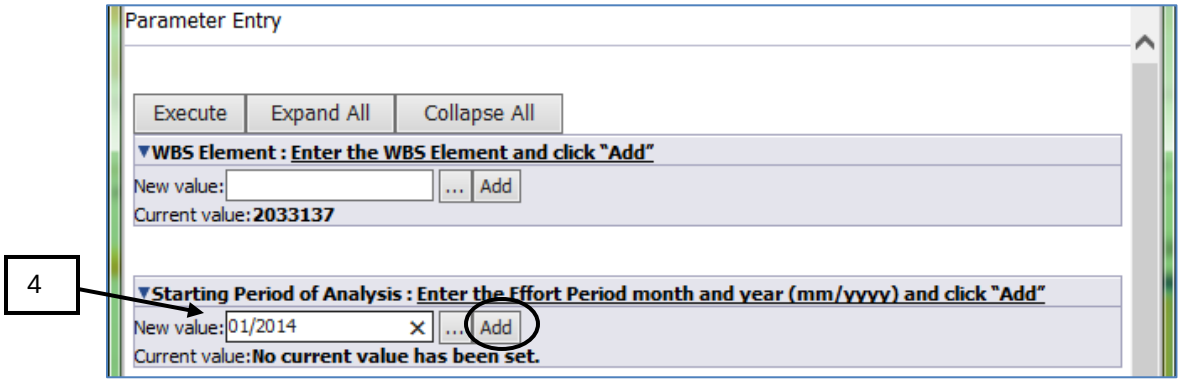
Continued Next Page

Weighted Average Report (cont.)

- In general, use the **New value:** input field to manually enter a value for applicable selection fields OR to use the **Drop-down** button to select a value from a “Picklist” box (some fields only have the Drop-down / “Picklist” option available).
- If a value was manually entered in the **New value:** input field (versus using the Drop-down button to select), use the **Add** button to actually update Current value: field displayed beneath the New value: field under the field.
- If the **Drop-down** button is used to select a value, the value will automatically update to the Current value: field.
- The **Current value:** field is displayed in black bold text below the input field once updated with the Add button or entered via the Picklist (this represents the value that will be used to select and generate the data for the report).

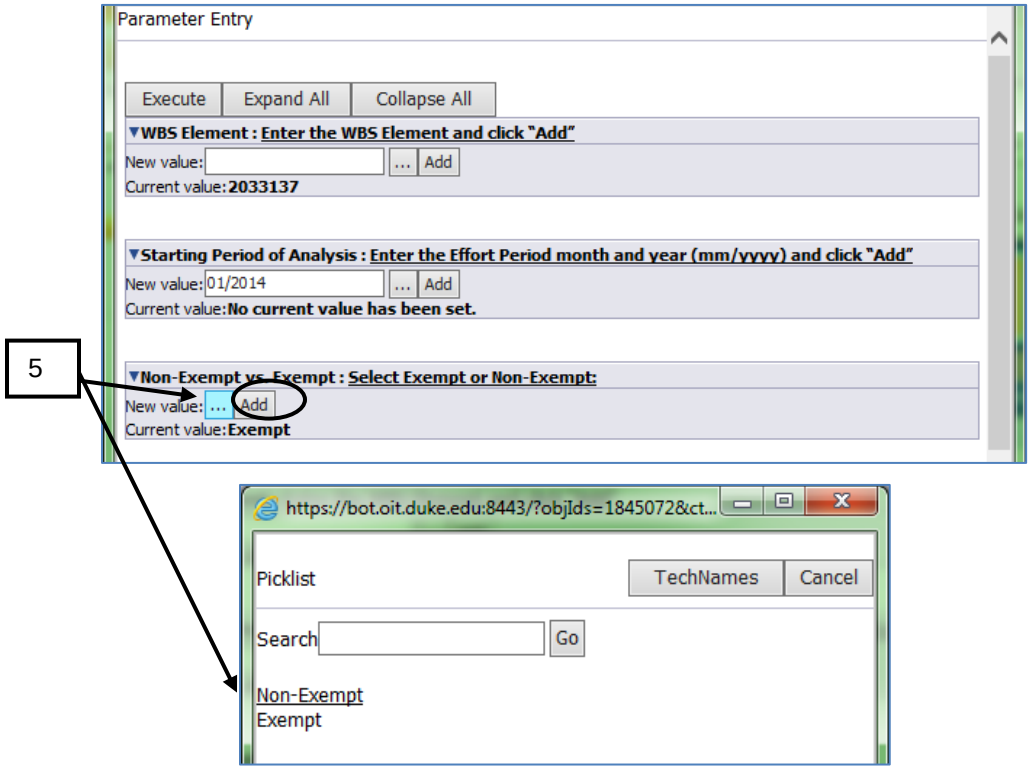


3. In the *WBS Element* tray, enter the WBS Element (WBSE) to be selected in the **New Value:** input field and click the **Add** button to display at the value in the Current value field.



4. In the *Starting Period of Analysis:* tray, enter the starting Effort Period using the fiscal month and year (mm/yyyy) in the **New Value:** input field and click the **Add** button to display at the value in the **Current value:** field (example 01/2015 equals July 2015).

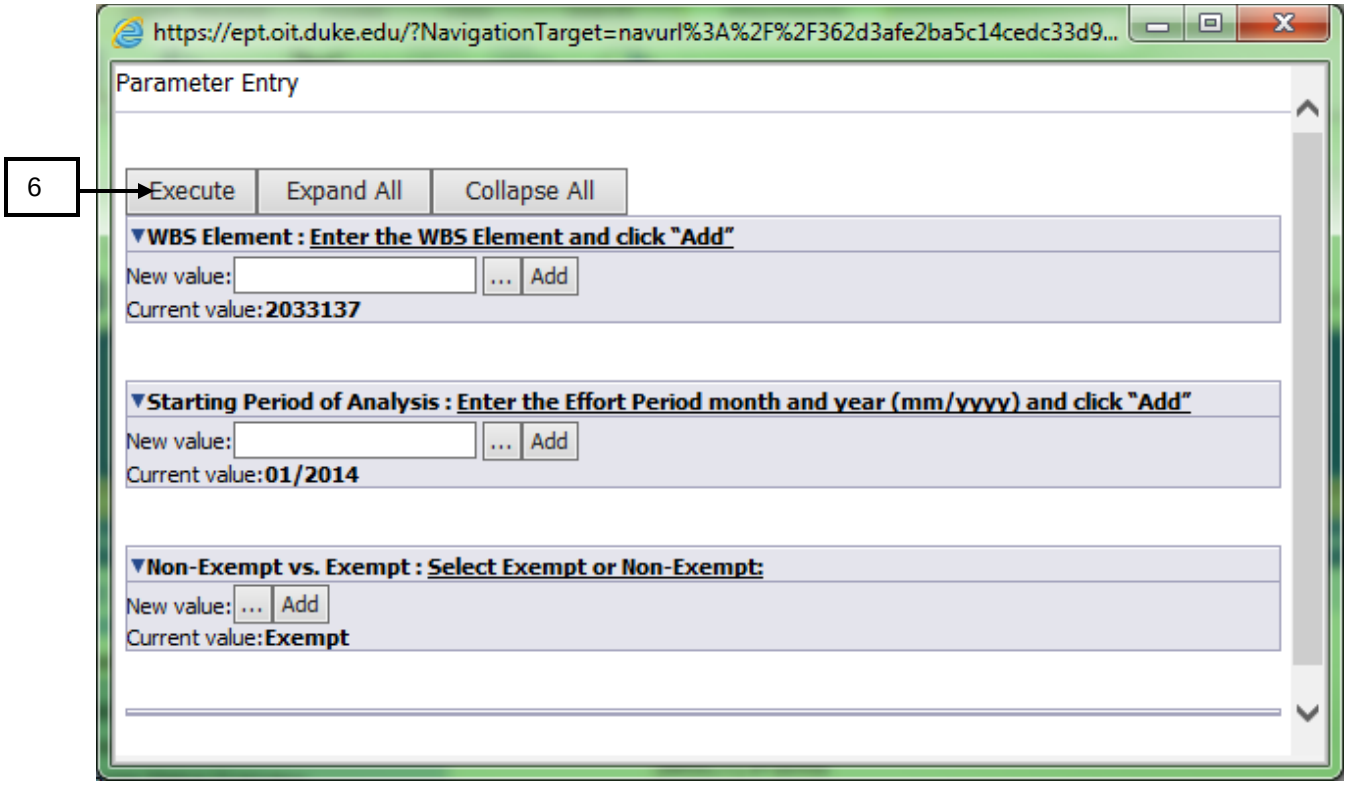
Weighted Average Report (cont.)



5. In the *Non-Exempt vs. Exempt:* tray, select as follows:
   - Leave the defaulted current value of Exempt

     OR
   - Use the  **Drop-down** button for the **New Value:** field to display the Picklist and select Non-Exempt from the list
   - Click the **Add** button to display the selected Exempt or Non-Exempt value in the **Current value**: field.

Weighted Average Report (cont.)

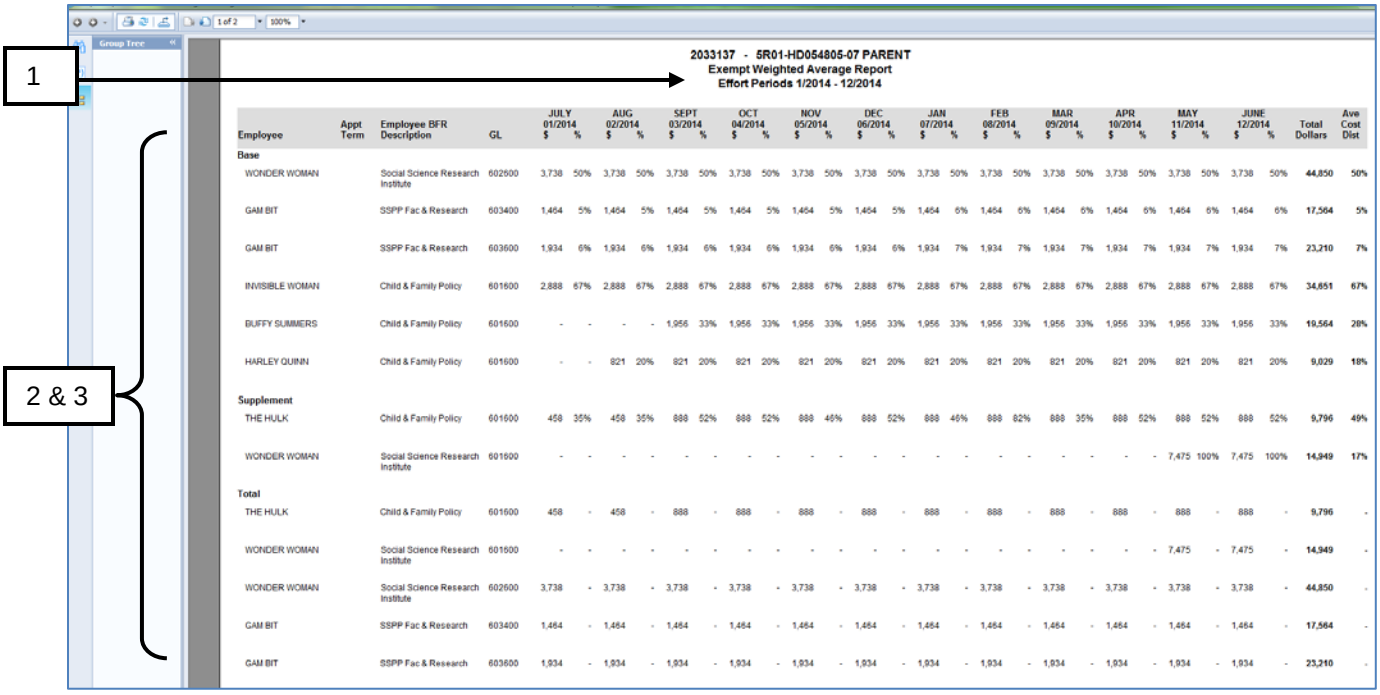


6. After completing the desired selection fields, ensure all fields have a bolded selection choice in the **Current value:** field and click **Execute** button above the trays.

Weighted Average Report (cont.)

Data for Exempt View

On the resulting *Exempt Weighted Average Report*:



Employee	Appt Term	Employee BFR Description	GL	JULY 01/2014 $	%	AUG 02/2014 $	%	SEPT 03/2014 $	%	OCT 04/2014 $	%	NOV 05/2014 $	%	DEC 06/2014 $	%	JAN 07/2014 $	%	FEB 08/2014 $	%	MAR 09/2014 $	%	APR 10/2014 $	%	MAY 11/2014 $	%	JUNE 12/2014 $	%	Total Dollars	Ave Cost Dist
Base																													
WONDER WOMAN		Social Science Research Institute	602600	3,738	50%	3,738	50%	3,738	50%	3,738	50%	3,738	50%	3,738	50%	3,738	50%	3,738	50%	3,738	50%	3,738	50%	3,738	50%	3,738	50%	**44,850**	**50%**
GAM BIT		SSPP Fac & Research	603400	1,464	5%	1,464	5%	1,464	5%	1,464	5%	1,464	5%	1,464	5%	1,464	6%	1,464	6%	1,464	6%	1,464	6%	1,464	6%	1,464	6%	**17,564**	**5%**
GAM BIT		SSPP Fac & Research	603600	1,934	6%	1,934	6%	1,934	6%	1,934	6%	1,934	6%	1,934	6%	1,934	7%	1,934	7%	1,934	7%	1,934	7%	1,934	7%	1,934	7%	**23,210**	**7%**
INVISIBLE WOMAN		Child & Family Policy	601600	2,888	67%	2,888	67%	2,888	67%	2,888	67%	2,888	67%	2,888	67%	2,888	67%	2,888	67%	2,888	67%	2,888	67%	2,888	67%	2,888	67%	**34,651**	**67%**
BUFFY SUMMERS		Child & Family Policy	601600	-	-	-	-	1,956	33%	1,956	33%	1,956	33%	1,956	33%	1,956	33%	1,956	33%	1,956	33%	1,956	33%	1,956	33%	1,956	33%	**19,564**	**28%**
HARLEY QUINN		Child & Family Policy	601600	-	-	821	20%	821	20%	821	20%	821	20%	821	20%	821	20%	821	20%	821	20%	821	20%	821	20%	821	20%	**9,029**	**18%**
Supplement																													
THE HULK		Child & Family Policy	601600	458	35%	458	35%	888	52%	888	52%	888	46%	888	52%	888	46%	888	82%	888	35%	888	52%	888	52%	888	52%	**9,796**	**49%**
WONDER WOMAN		Social Science Research Institute	601600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,475	100%	7,475	100%	**14,949**	**17%**
Total																													
THE HULK		Child & Family Policy	601600	458	-	458	-	888	-	888	-	888	-	888	-	888	-	888	-	888	-	888	-	888	-	888	-	**9,796**	-
WONDER WOMAN		Social Science Research Institute	601600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,475	-	7,475	-	**14,949**	-
WONDER WOMAN		Social Science Research Institute	602600	3,738	-	3,738	-	3,738	-	3,738	-	3,738	-	3,738	-	3,738	-	3,738	-	3,738	-	3,738	-	3,738	-	3,738	-	**44,850**	-
GAM BIT		SSPP Fac & Research	603400	1,464	-	1,464	-	1,464	-	1,464	-	1,464	-	1,464	-	1,464	-	1,464	-	1,464	-	1,464	-	1,464	-	1,464	-	**17,564**	-
GAM BIT		SSPP Fac & Research	603600	1,934	-	1,934	-	1,934	-	1,934	-	1,934	-	1,934	-	1,934	-	1,934	-	1,934	-	1,934	-	1,934	-	1,934	-	**23,210**	-

1. Review the header of the report which displays the selection criteria information, including the WBS Element (WBSE), Exempt, and timeframe selected.

2. Review the body of the Exempt report which displays three sections as follows:
   - **Base** = base salary paid for each employee paid from the selected WBSE.
   - **Supplement** = paid supplements, if applicable, for any employees that are paid supplements from the selected WBSE.
   - **Total** =the sum of the Base and Supplemental salaries (this section does NOT display the cost distribution percentage.

   Note: Manual Salary Cost Transfers (MSCTs) are included in the base salary or supplemental salary depending on which was chosen in the MSCT form. Tuition remission will not appear with supplements due to the upcoming changes to how tuition remission is handled. In addition, manual adjustments made directly in ECRT will not be included in this report until an iForm is fully approved and processed through Payroll in the General Ledger, and the report is refreshed. This also pertains to any MSCT iForm initiated outside of ECRT as well.

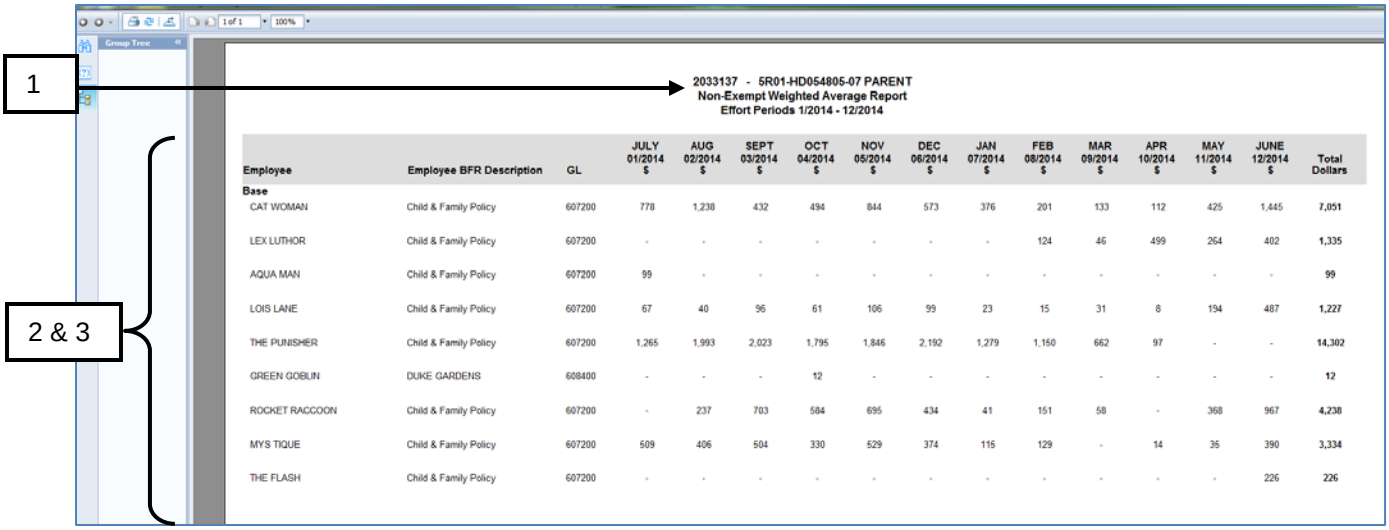
Weighted Average Report (cont.)

3. Review the **columns of data** provided in each section for the selected WBS Element (WBSE) as follows:
   - **Employee name** – the name of the Exempt employee.
   - **Appt Term** – the appointment term data from dFac which displays only if the employee is Faculty and the field is populated in dFac.
   - **Employee BFR Description** – the description associated with the financial BFR Code for the employee's primary owning organization.
   - **G/L Account** - The 6 digit G/L Account used to represent the employee's position on the selected WBSE.
   - **Monthly Columns $ and %** – based on the starting Effort period, the other columns include:
     - The fiscal month name and corresponding period/fiscal year displayed in the column header.
     - The employee's monthly salary dollars (**$**)
     - The calculated weighted cost distribution percentage (%) funded from the WBS Element based on the formula of monthly salary on the WBS Element / Total Monthly Salary.
     - The annual totals which include the sum of monthly salary and average of the monthly cost distribution.
     - The Total section does NOT contain the cost distribution percentage.

Weighted Average Report (cont.)

Data for Non-Exempt View

On the resulting *Non-Exempt Weighted Average Report*:



Employee	Employee BFR Description	GL	JULY 01/2014 $	AUG 02/2014 $	SEPT 03/2014 $	OCT 04/2014 $	NOV 05/2014 $	DEC 06/2014 $	JAN 07/2014 $	FEB 08/2014 $	MAR 09/2014 $	APR 10/2014 $	MAY 11/2014 $	JUNE 12/2014 $	Total Dollars
Base															
CAT WOMAN	Child & Family Policy	607200	778	1,238	432	494	844	573	376	201	133	112	425	1,445	7,051
LEX LUTHOR	Child & Family Policy	607200	-	-	-	-	-	-	-	124	46	499	264	402	1,335
AQUA MAN	Child & Family Policy	607200	99	-	-	-	-	-	-	-	-	-	-	-	99
LOIS LANE	Child & Family Policy	607200	67	40	96	61	106	99	23	15	31	8	194	487	1,227
THE PUNISHER	Child & Family Policy	607200	1,265	1,993	2,023	1,795	1,846	2,192	1,279	1,150	662	97	-	-	14,302
GREEN GOBLIN	DUKE GARDENS	608400	-	-	-	12	-	-	-	-	-	-	-	-	12
ROCKET RACCOON	Child & Family Policy	607200	-	237	703	584	695	434	41	151	58	-	368	967	4,238
MYS TIQUE	Child & Family Policy	607200	509	406	504	330	529	374	115	129	-	14	35	390	3,334
THE FLASH	Child & Family Policy	607200	-	-	-	-	-	-	-	-	-	-	-	226	226

1. Review the header of the report which displays the selection criteria information, including the WBS Element, Non-Exempt, and timeframe selected.

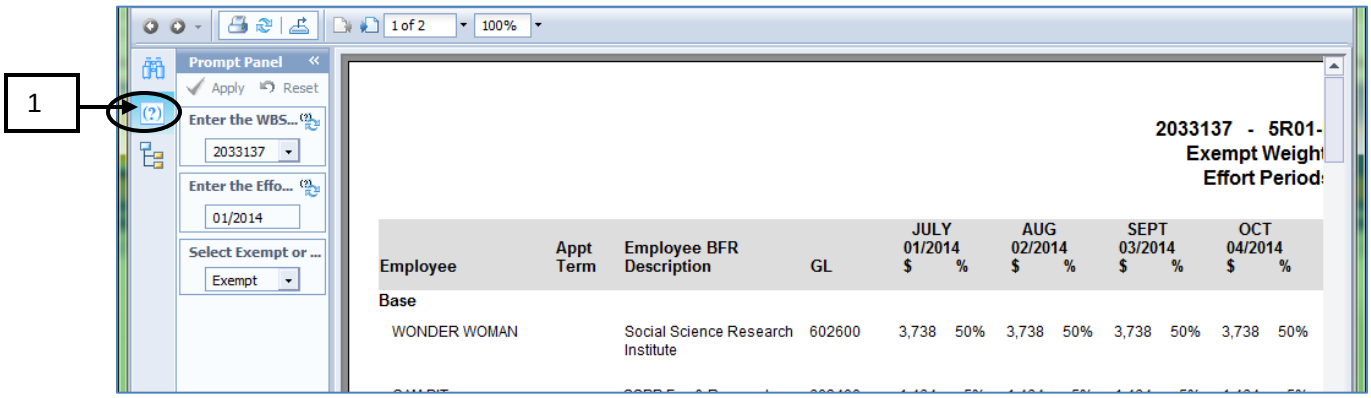
2. Review the body of the Non-Exempt report which displays all of the Non-Exempt employees paid on the specified WBS Element (WBSE) and contains only one Base section with this data:

3. Review the **columns of data** provided as follows:
   - **Employee name** – the name of the Exempt employee paid from the WBSE.
   - **Employee BFR Description** – the description associated with the financial BFR Code for the employee's primary owning organization.
   - **G/L Account** - The 6 digit G/L Account used to represent the employee's position on the selected WBSE.
   - **Monthly Columns $** – the amount funded for the employee on the selected WBSE including:
     - The fiscal month name and corresponding period/fiscal year displayed in the column header
     - The employee's wages paid per the associated month (**$**)
     - The annual totals which include the sum of amount paid
     - There are no cost distributions displayed for Non-Exempt employees.

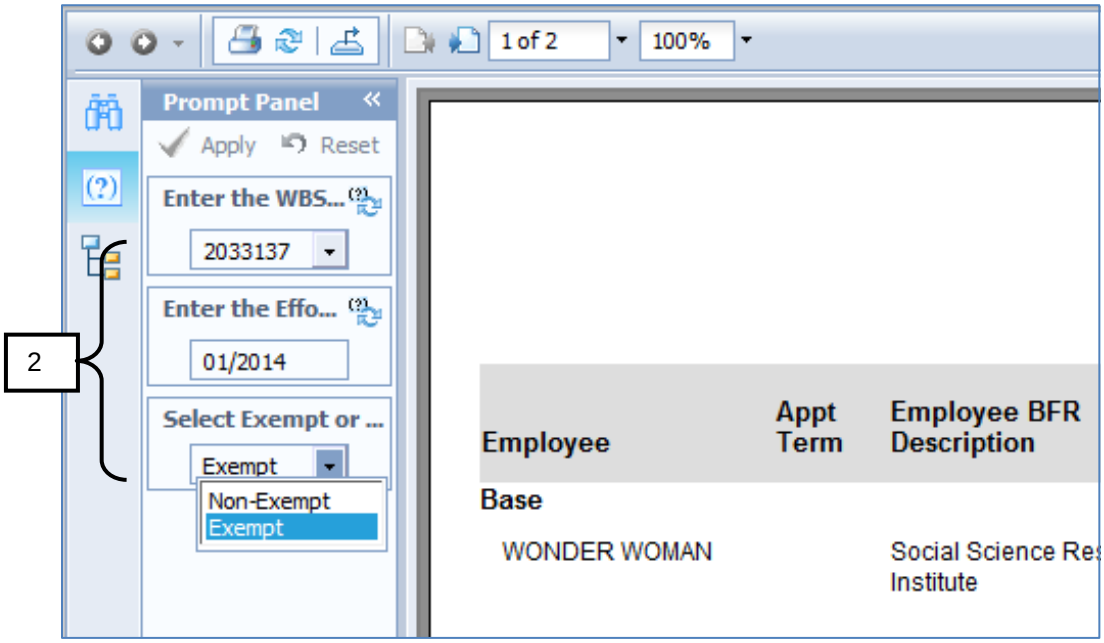
Weighted Average Report (cont.)

Changing the Parameter Entry Values from Within the Report

Once in the Weighted Average Report, the parameter entry values may be hanged and the report refreshed to display a different view. At any time, you may change the WBS Element, Effort Period, or toggle between Exempt and Non-Exempt views without exiting and generating the report again.

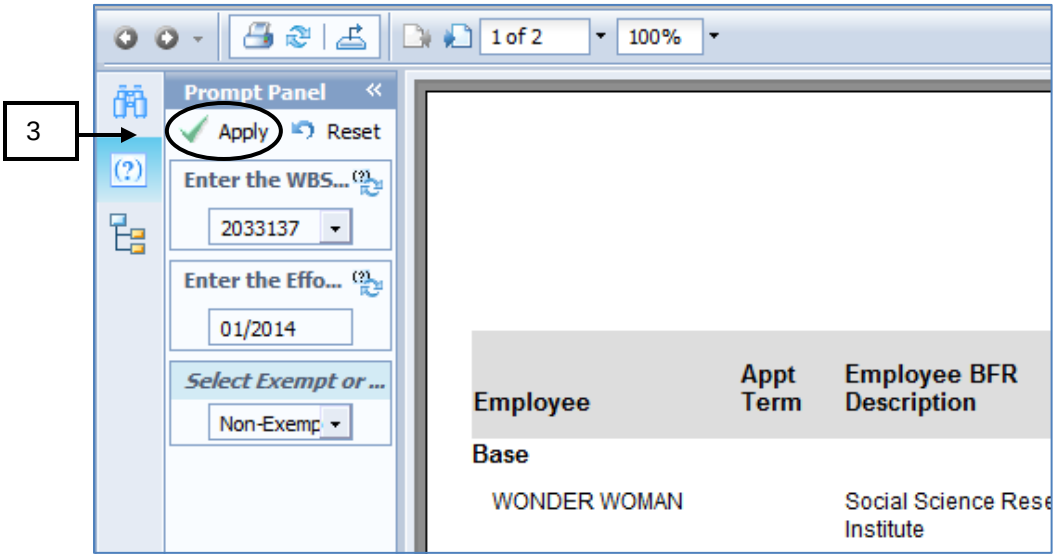


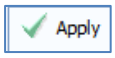
1. In the left sidebar, click on the (?) **Prompt (looks like a question mark)** button to display the Prompt Panel with the parameter selection input fields.



2. Enter the desired values in the fields or use the drop-down to change between Exempt and Non-Exempt.

Weighted Average Report (cont.)

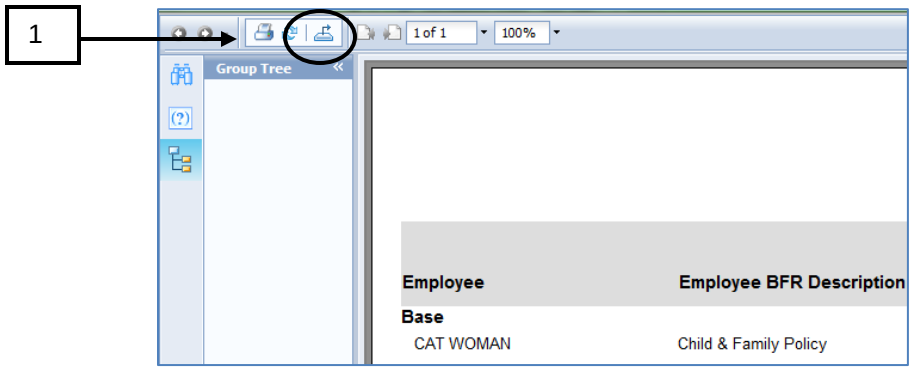


3. Click on the  **Apply** button to update the report with the new parameter selection values.

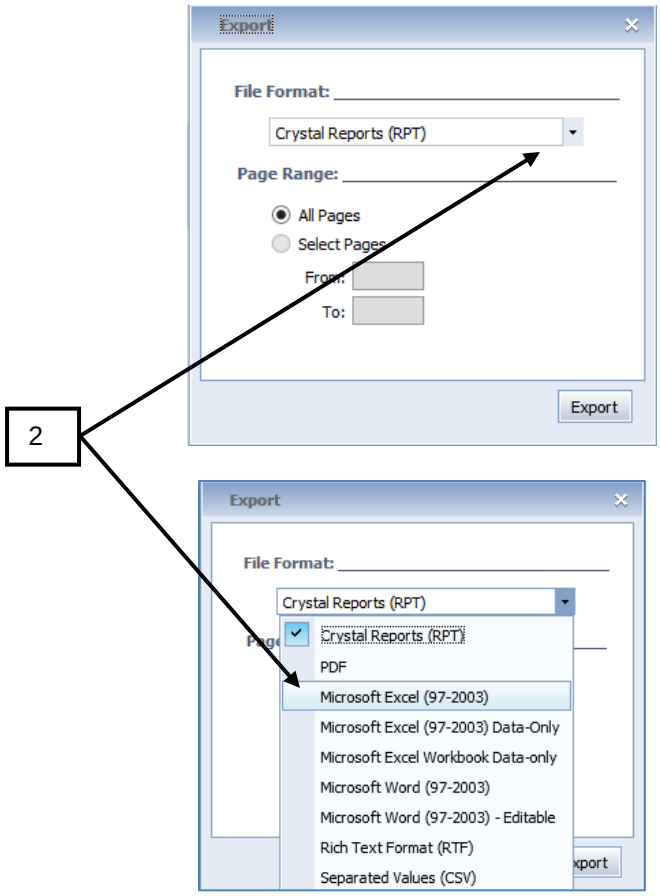
4. Once the report is processed, review the results of the updated report.

Weighted Average Report (cont.)

Exporting the Report

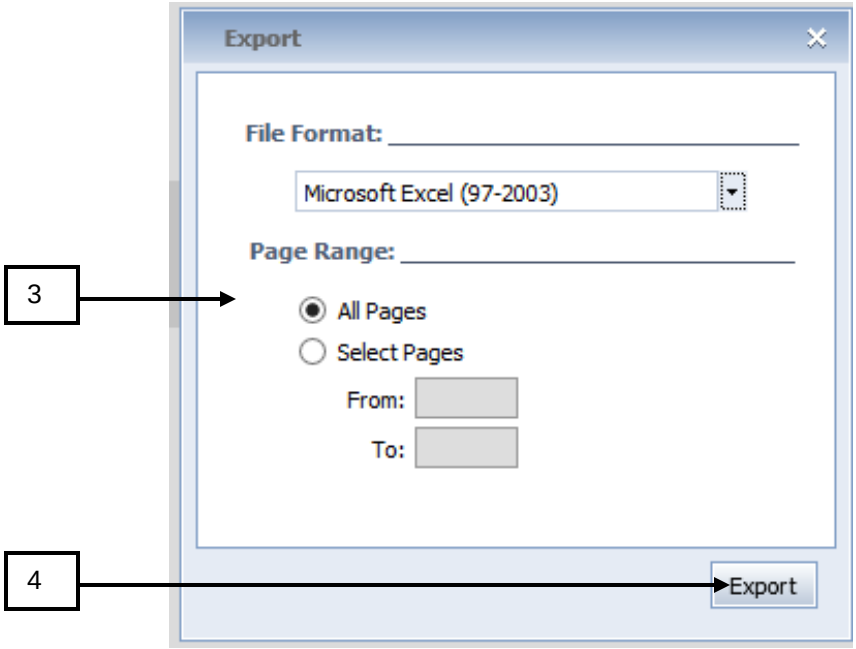


1. To export the report, click on the  **Export** button in the upper left toolbar.



2. In the resulting window, click on the drop-down for the **File Format** field and choose either **Microsoft Excel (97-2003)** or **PDF** as desired (PDF is recommended for printing the report).

Weighted Average Report (cont.)



3. Once the file format is selected, use the optional radio button to select a range of pages or leave the default radio button selected for **All Pages**.

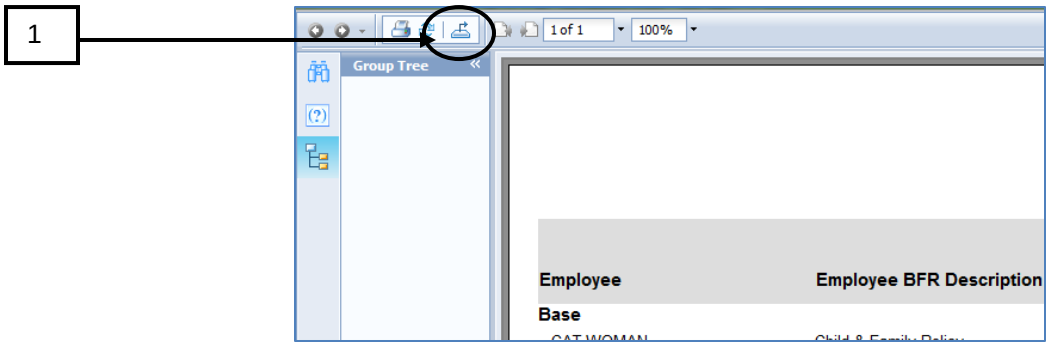
4. Click the **Export** button.

5. In the resulting prompt, click either **Open** or **Save** (follow prompts to save the Excel file if this latter option is chosen.

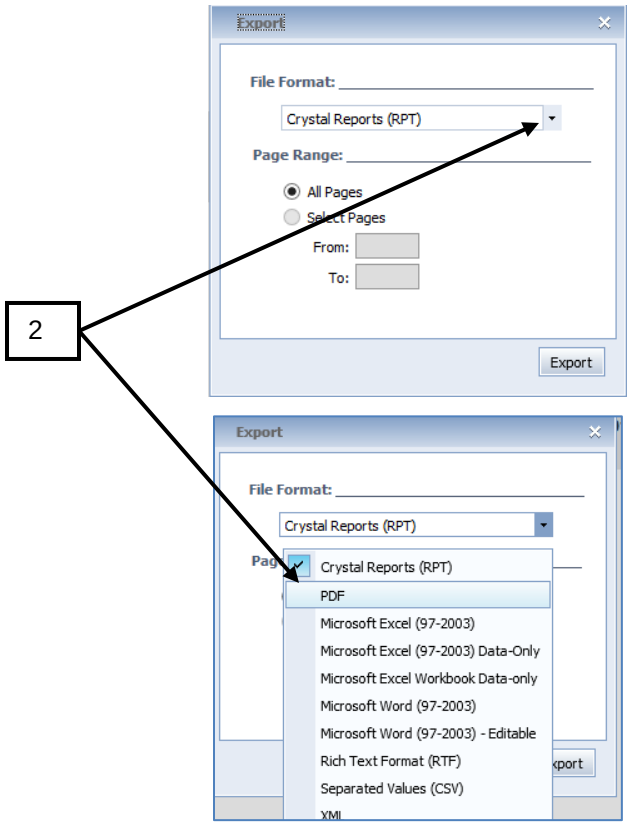
Weighted Average Report (cont.)

Printing the Report

Due to compatibility issues with this type of report and different web browsers,

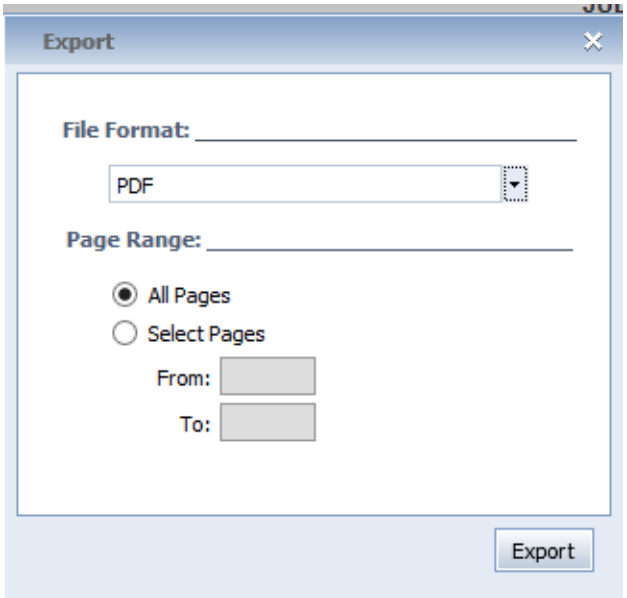


1. Due to compatibility issues with supported web browsers, the recommended method to print this report is to use the  **Export** button and export the report as a PDF file and then print the PDF version of the report - see next steps.



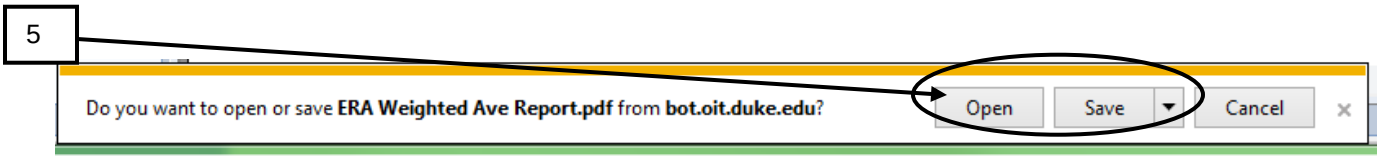
2. In the resulting window, click on the drop-down for the **File Format** field and choose either **PDF** (PDF is recommended for printing the report).

Weighted Average Report (cont.)

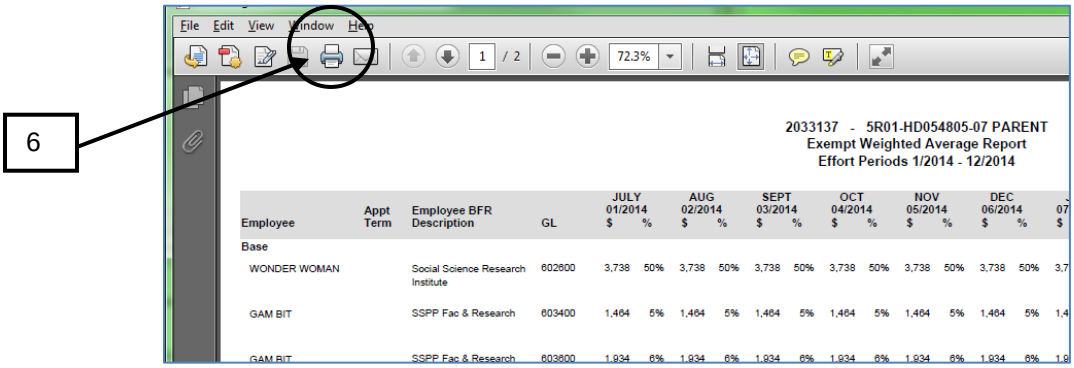


3. Once the file format is selected, use the optional radio button to select a range of pages or leave the default radio button selected for **All Pages**.

4. Click the **Export** button.

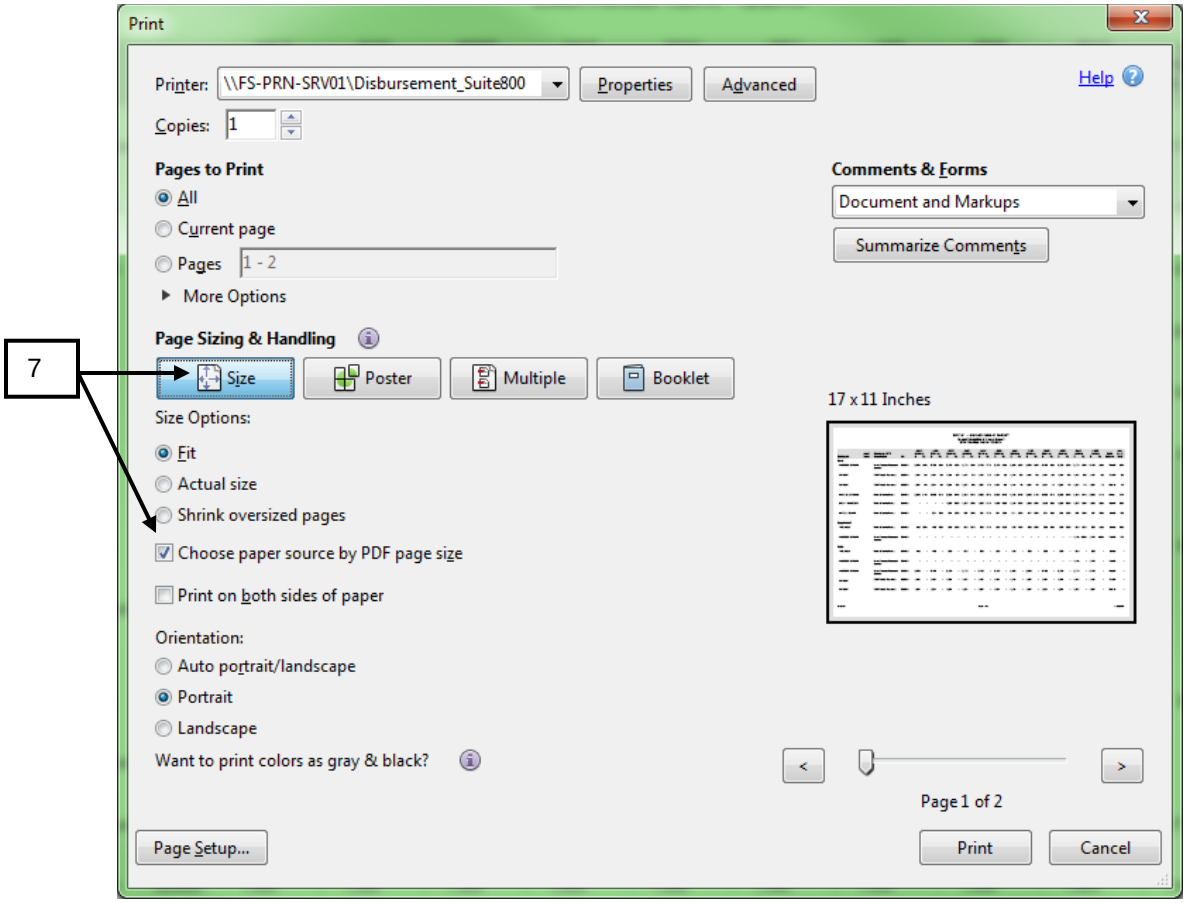


5. In the resulting prompt, click either **Open** (or **Save** and follow prompts to save the PDF file and print later).



6. In the PDF file, click on the  **Print** icon.

Weighted Average Report (cont.)



7. In the resulting Print window, select the desired print options and note the tips below.
   - Due to the large number of columns, the report may best be printed with size option of 17x11 (check box for Choose paper source by PDF page size), however the report can be shrunk down (Fit) to 8.5x11.
   - To set the page size, use the Size button and set the Size Options as desired.
8. Click the **Print** button.

Cost Distributions Reports

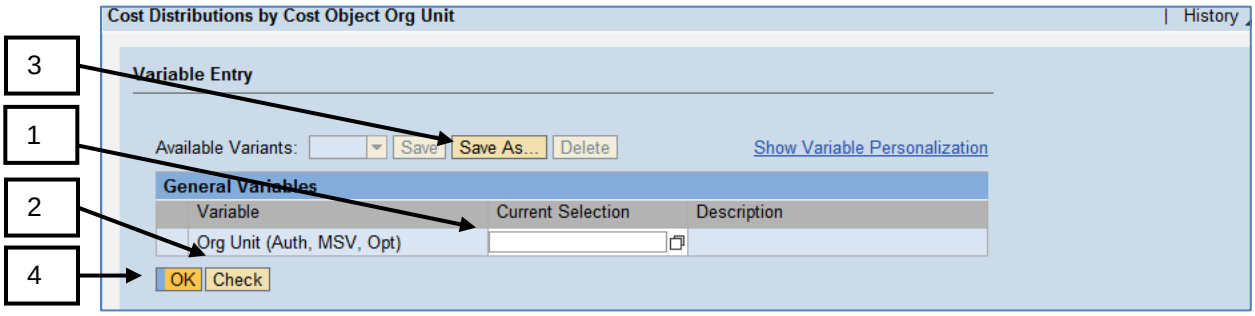
There are two cost distribution reports available in the **Effort and Payroll Tools and Reports** tab and both have the same selection criteria and the same columns of data.

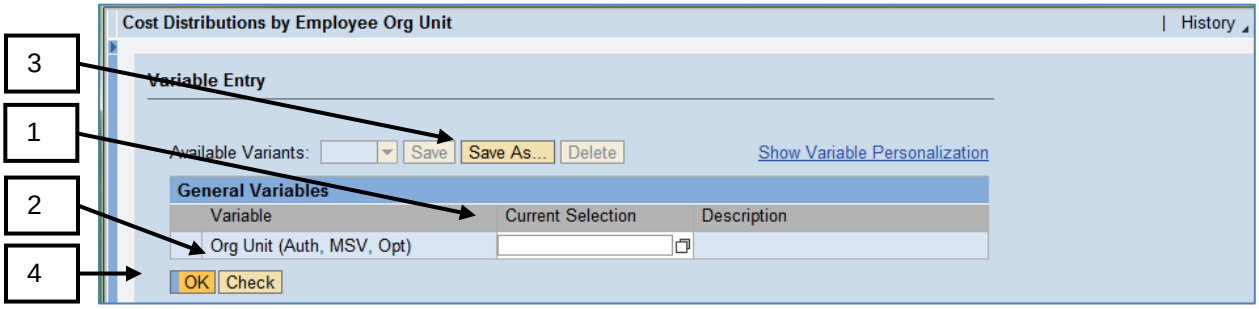
The two reports are:

- **Cost Distributions by Cost Object Org Unit** – provides cost distributions for all employees with positions owned by the selected Org Unit
- **Cost Distributions by Employee Org Unit**. provides cost distributions for all employees funded by the selected Org Unit (even if the position is not owned)

Since these reports have the same selection criteria and layouts, both reports are covered together in this section of the guide.

Selecting Criteria





1. Enter the **8 digit Org. Unit** (HR/Payroll organizational unit beginning with a 5) if known in the **Org Unit** field, or use the drop-down to find your organizational unit.

2. Use the **Check** button to verify the Org Unit entered is correct, especially if the value was keyed into the field.

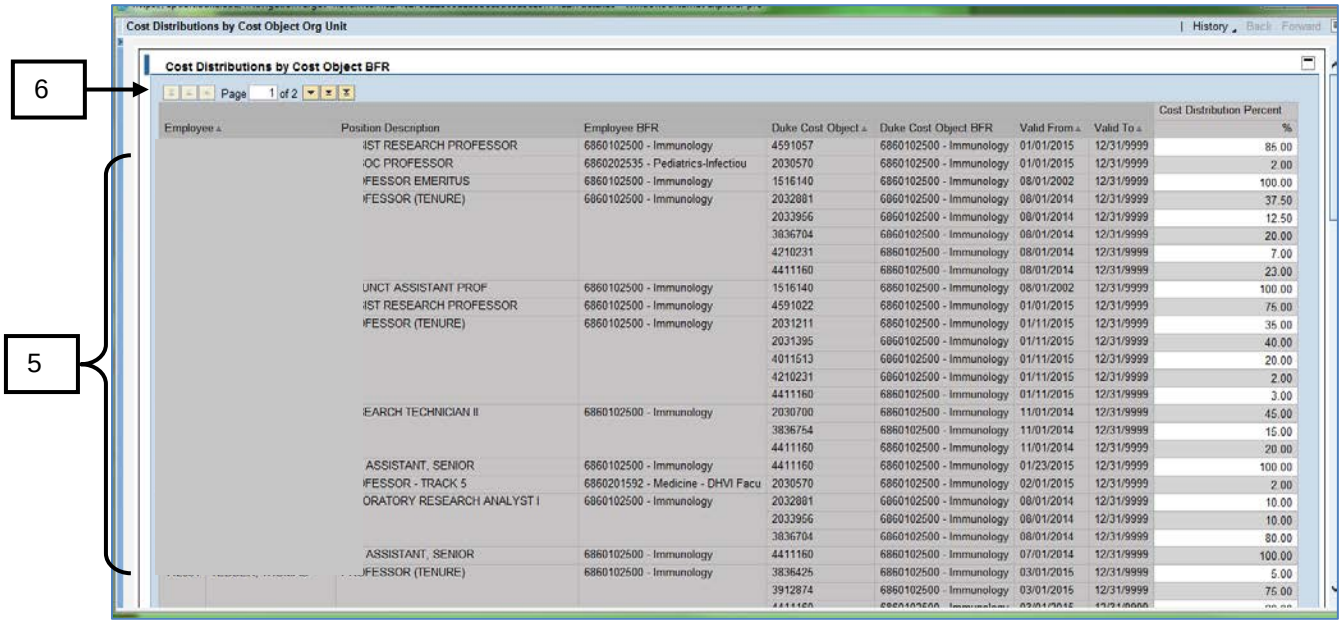
3. Use the **Save As…** button to save a selection screen variant if desired.

   Note: A selection screen variant saves the data entered on this screen for future use. If a variant is saved, the named variant displays in the drop-down of the Available Variants field and may be chosen to populate the screen.

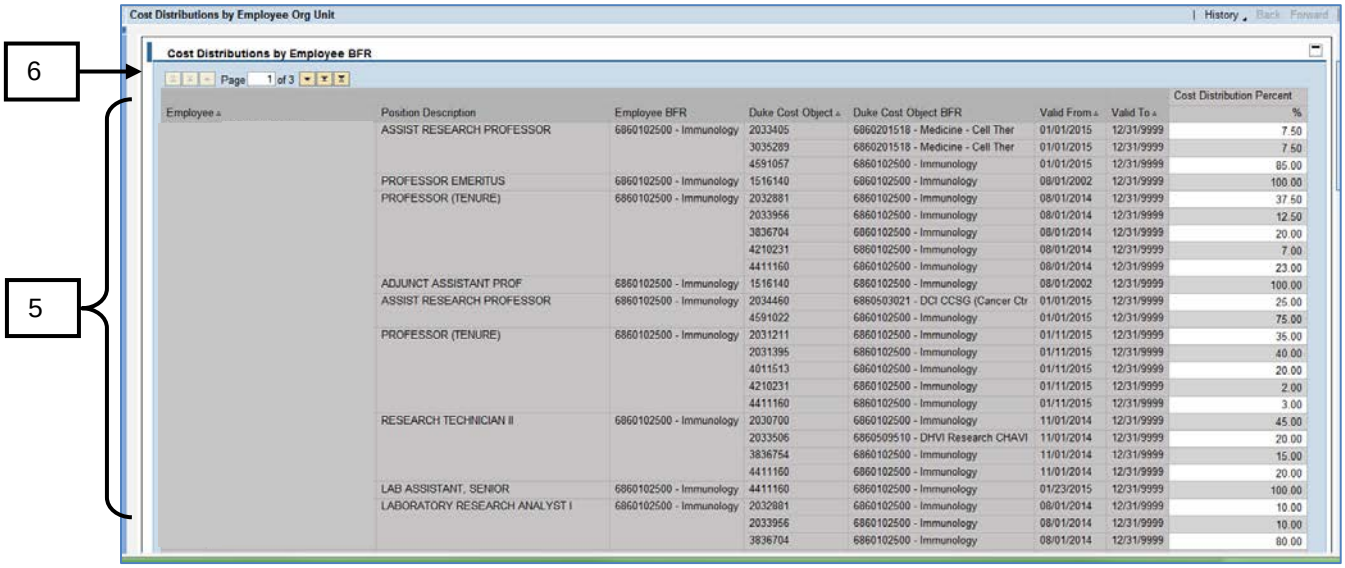
4. Click on the **OK** button to generate the report.

Cost Distributions Reports (cont.)

Layout of the Cost Distribution Reports



Employee	Position Description	Employee BFR	Duke Cost Object	Duke Cost Object BFR	Valid From	Valid To	Cost Distribution Percent %
	IST RESEARCH PROFESSOR	6860102500 - Immunology	4591057	6860102500 - Immunology	01/01/2015	12/31/9999	85.00
	OC PROFESSOR	6860202535 - Pediatrics-Infectiou	2030570	6860102500 - Immunology	01/01/2015	12/31/9999	2.00
	FESSOR EMERITUS	6860102500 - Immunology	1516140	6860102500 - Immunology	08/01/2002	12/31/9999	100.00
	FESSOR (TENURE)	6860102500 - Immunology	2032881	6860102500 - Immunology	08/01/2014	12/31/9999	37.50
			2033956	6860102500 - Immunology	08/01/2014	12/31/9999	12.50
			3836704	6860102500 - Immunology	08/01/2014	12/31/9999	20.00
			4210231	6860102500 - Immunology	08/01/2014	12/31/9999	7.00
			4411160	6860102500 - Immunology	08/01/2014	12/31/9999	23.00
	UNCT ASSISTANT PROF	6860102500 - Immunology	1516140	6860102500 - Immunology	08/01/2002	12/31/9999	100.00
	IST RESEARCH PROFESSOR	6860102500 - Immunology	4591022	6860102500 - Immunology	01/01/2015	12/31/9999	75.00
	FESSOR (TENURE)	6860102500 - Immunology	2031211	6860102500 - Immunology	01/11/2015	12/31/9999	35.00
			2031395	6860102500 - Immunology	01/11/2015	12/31/9999	40.00
			4011513	6860102500 - Immunology	01/11/2015	12/31/9999	20.00
			4210231	6860102500 - Immunology	01/11/2015	12/31/9999	2.00
			4411160	6860102500 - Immunology	01/11/2015	12/31/9999	3.00
	EARCH TECHNICIAN II	6860102500 - Immunology	2030700	6860102500 - Immunology	11/01/2014	12/31/9999	45.00
			3836754	6860102500 - Immunology	11/01/2014	12/31/9999	15.00
			4411160	6860102500 - Immunology	11/01/2014	12/31/9999	20.00
	ASSISTANT, SENIOR	6860102500 - Immunology	4411160	6860102500 - Immunology	01/23/2015	12/31/9999	100.00
	FESSOR - TRACK 5	6860201592 - Medicine - DHVI Facu	2030570	6860102500 - Immunology	02/01/2015	12/31/9999	2.00
	ORATORY RESEARCH ANALYST I	6860102500 - Immunology	2032881	6860102500 - Immunology	08/01/2014	12/31/9999	10.00
			2033956	6860102500 - Immunology	08/01/2014	12/31/9999	10.00
			3836704	6860102500 - Immunology	08/01/2014	12/31/9999	80.00
	ASSISTANT, SENIOR	6860102500 - Immunology	4411160	6860102500 - Immunology	07/01/2014	12/31/9999	100.00
	UFESSOR (TENURE)	6860102500 - Immunology	3836425	6860102500 - Immunology	03/01/2015	12/31/9999	5.00
			3912874	6860102500 - Immunology	03/01/2015	12/31/9999	75.00



Employee	Position Description	Employee BFR	Duke Cost Object	Duke Cost Object BFR	Valid From	Valid To	Cost Distribution Percent %
	ASSIST RESEARCH PROFESSOR	6860102500 - Immunology	2033405	6860201518 - Medicine - Cell Ther	01/01/2015	12/31/9999	7.50
			3035289	6860201518 - Medicine - Cell Ther	01/01/2015	12/31/9999	7.50
			4591057	6860102500 - Immunology	01/01/2015	12/31/9999	85.00
	PROFESSOR EMERITUS	6860102500 - Immunology	1516140	6860102500 - Immunology	08/01/2002	12/31/9999	100.00
	PROFESSOR (TENURE)	6860102500 - Immunology	2032881	6860102500 - Immunology	08/01/2014	12/31/9999	37.50
			2033956	6860102500 - Immunology	08/01/2014	12/31/9999	12.50
			3836704	6860102500 - Immunology	08/01/2014	12/31/9999	20.00
			4210231	6860102500 - Immunology	08/01/2014	12/31/9999	7.00
			4411160	6860102500 - Immunology	08/01/2014	12/31/9999	23.00
	ADJUNCT ASSISTANT PROF	6860102500 - Immunology	1516140	6860102500 - Immunology	08/01/2002	12/31/9999	100.00
	ASSIST RESEARCH PROFESSOR	6860102500 - Immunology	2034460	6860503021 - DCI CCSG (Cancer Ctr	01/01/2015	12/31/9999	25.00
			4591022	6860102500 - Immunology	01/01/2015	12/31/9999	75.00
	PROFESSOR (TENURE)	6860102500 - Immunology	2031211	6860102500 - Immunology	01/11/2015	12/31/9999	35.00
			2031395	6860102500 - Immunology	01/11/2015	12/31/9999	40.00
			4011513	6860102500 - Immunology	01/11/2015	12/31/9999	20.00
			4210231	6860102500 - Immunology	01/11/2015	12/31/9999	2.00
			4411160	6860102500 - Immunology	01/11/2015	12/31/9999	3.00
	RESEARCH TECHNICIAN II	6860102500 - Immunology	2030700	6860102500 - Immunology	11/01/2014	12/31/9999	45.00
			2033506	6860509510 - DHVI Research CHAVI	11/01/2014	12/31/9999	20.00
			3836754	6860102500 - Immunology	11/01/2014	12/31/9999	15.00
			4411160	6860102500 - Immunology	11/01/2014	12/31/9999	20.00
	LAB ASSISTANT, SENIOR	6860102500 - Immunology	4411160	6860102500 - Immunology	01/23/2015	12/31/9999	100.00
	LABORATORY RESEARCH ANALYST I	6860102500 - Immunology	2032881	6860102500 - Immunology	08/01/2014	12/31/9999	10.00
			2033956	6860102500 - Immunology	08/01/2014	12/31/9999	10.00
			3836704	6860102500 - Immunology	08/01/2014	12/31/9999	80.00

5. Review the columns displayed for the Cost Distribution report as outlined below, regardless of which report view is chosen:
   - **Employee –** the **Duke Unique ID (DUID)** and **name** of the employee in a position that is either owned or funded by the Org Unit (depending on the report chosen).
   - **Position Description** – the description of the position associated with the employee.

Columns continued on next page.

Cost Distributions Reports (cont.)

- **Employee BFR** – The associated 10 digit financial Org. Unit (BFR Code) and description to identify the school or division that owns the position.
- **Duke Cost Object** – the 7 digit cost object used to fund the position based on the percent of effort in the last column.
- **Duke Cost Object BFR** –The associated 10 digit financial Org. Unit (BFR Code) and description to identify the school or division that funds the position.
- **Valid From** – The beginning date from which the current funding was valid.
- **Cost Distribution Percent** – The percentage funded from this Cost Object (Fund Code) for that employee.

6. Review the top of the report to see the number of rows currently displayed and the total number rows, and use buttons to scroll up or down as follows:
   Next Line / **Next Page** / **Last Entry** (Page)
   Previous Line / **Previous Page** / **First Entry** (Page)

   Note: To go to a specific line, enter the line item number in the white display field and press Enter on the keyboard.

7. Refer to the **Other MyResearch Report Functions** section (included under the **Sponsored Research Reporting** section of this guide) to see more functions available once in the report, such as swapping views, printing, and exporting.

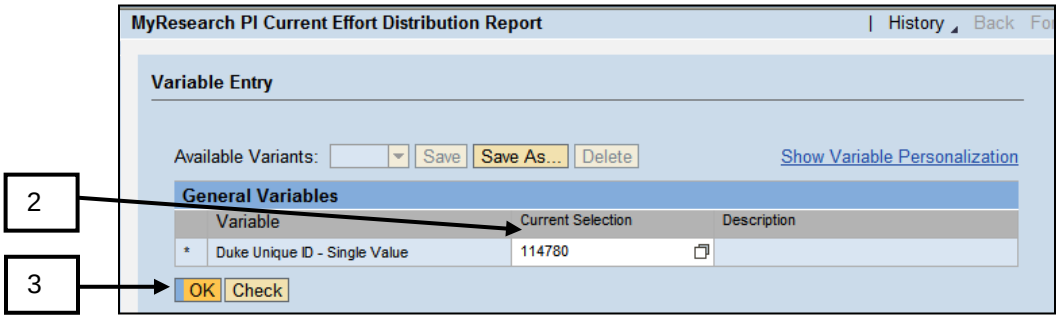
   Note: Even though these Cost Distribution reports are not labeled as "MyResearch", the reports have a similar layout and provide the same functions as the MyResearch reports.

MyResearch PI Current Effort Distribution Report

Note: The report provides a full set of current funding sources for the selected Principal Investigator (PI). This report is also available in the Sponsored Research Reporting tab.

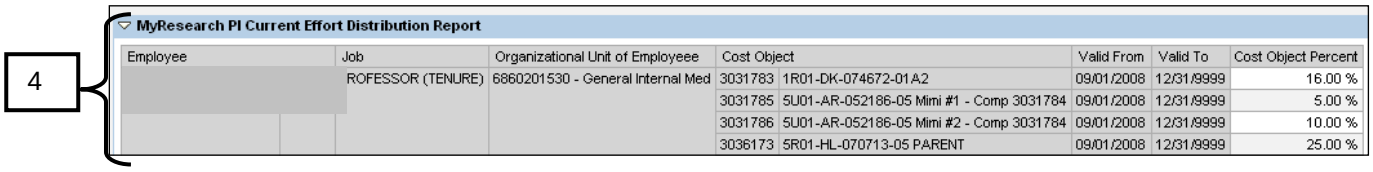
1. From the *MyResearch Reports* page, click on the **MyResearch PI Current Effort Distribution Report** (underlined link) to display the report's selection screen.

On the *MyResearch PI Current Effort Distribution Report Variable Entry* page:



2. To run the report for a **particular Prinicipal Investigator (PI)**, enter the **Duke Unique ID (DUID)** for the PI in the **Duke Unique ID – Single Value** field or search by name to find the DUID per the ***Tips for Selecting Criteria*** section of this Guide:
3. After completing the desired selection fields, click **Check** and **OK** buttons.

On the resulting *MyResearch PI Current Effort Distribution Report*:



Employee	Job	Organizational Unit of Employeee	Cost Object		Valid From	Valid To	Cost Object Percent
	ROFESSOR (TENURE)	6860201530 - General Internal Med	3031783	1R01-DK-074672-01A2	09/01/2008	12/31/9999	16.00 %
			3031785	5U01-AR-052186-05 Mimi #1 - Comp 3031784	09/01/2008	12/31/9999	5.00 %
			3031786	5U01-AR-052186-05 Mimi #2 - Comp 3031784	09/01/2008	12/31/9999	10.00 %
			3036173	5R01-HL-070713-05 PARENT	09/01/2008	12/31/9999	25.00 %

4. Review the **columns of data** as follows:
   - **Employee** – the **Duke Unique ID (DUID)** and **name** of the selected PI.
   - **Job** – the title associated with the job code.
   - **Organizational Unit of Employee** – the **10 digit BFR Code (Org. Unit)** for the funding source (i.e., to which the Cost Object belongs).
   - **Cost** Object – the **7 digit Cost Object (Fund Code)** and **description**.
   - **Valid From** – the **beginning date** from which the current funding was valid.
   - **Valid To** – the **ending date** to which the current funding will be valid (if changes are made in the funding source, then the Valid To date will have a fixed end date vs. the open ended date of 12/31/9999).
   - **Cost Object Percent** – The **percentage funded** from this Cost Object (Fund Code) for the selected PI.

PI Current Effort Distribution Report (cont.)

5. Refer to the section of this guide titled Sponsored Research Reporting (includes MyResearch Reports for Grants Manager) to see more details regarding these types of reports, such as:
   - Tips for Selecting Criteria for Reports Labeled as “MyResearch”
   - Other MyResearch Report Functions.

Grant Manager iForms Workflow Status Report by Cost Object

Overview

The Grants Manager iForms Workflow Status Report by Cost Object is available to Grant Managers to easily select one cost object or a list of cost objects and monitor the status of iForms workflow transactions tied to the selected cost object(s). This report excludes other transactions that do not pertain to the iForms process. While similar to the iForms Workflow Status Overview Report found under the iForms tab, this version allows selection by cost object(s) instead of Organizational Unit. The results may be filtered to view one specific type of transaction per the list of included transactions below.

The workflow transactions that are tied to cost objects and included in this report are:

- Duke Faculty Hiring, Promotion, and Tenure systm (**dFac**)
- HR/ Payroll related forms (**iForms**)

This report excludes other transactions that do not pertain to the iForms process.

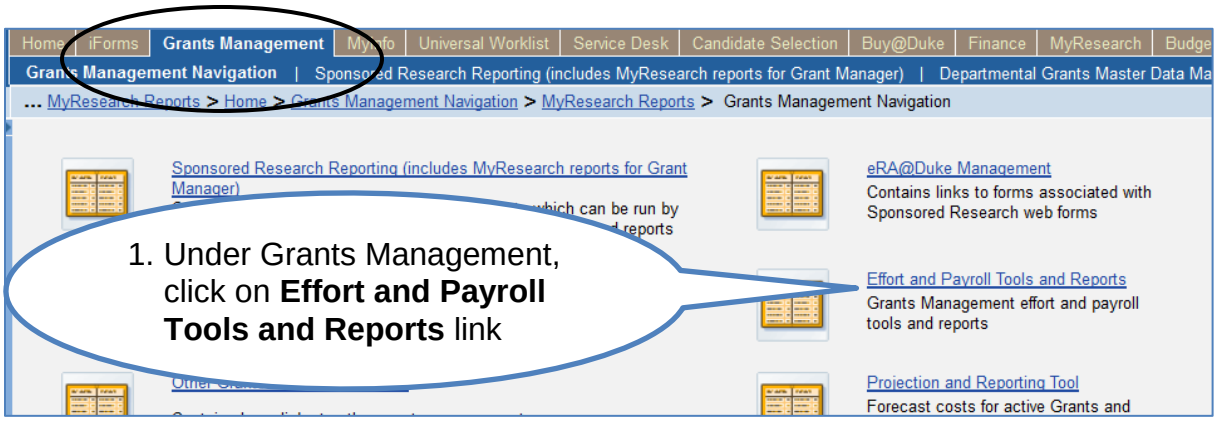
The report is updated on a thirty minute cycle and should not be used to manage deadlines, like ensuring all forms are submitted to meet Corporate Payroll deadlines.

Please note that there are equivalent reports in other Duke@Work folders as outlined below:

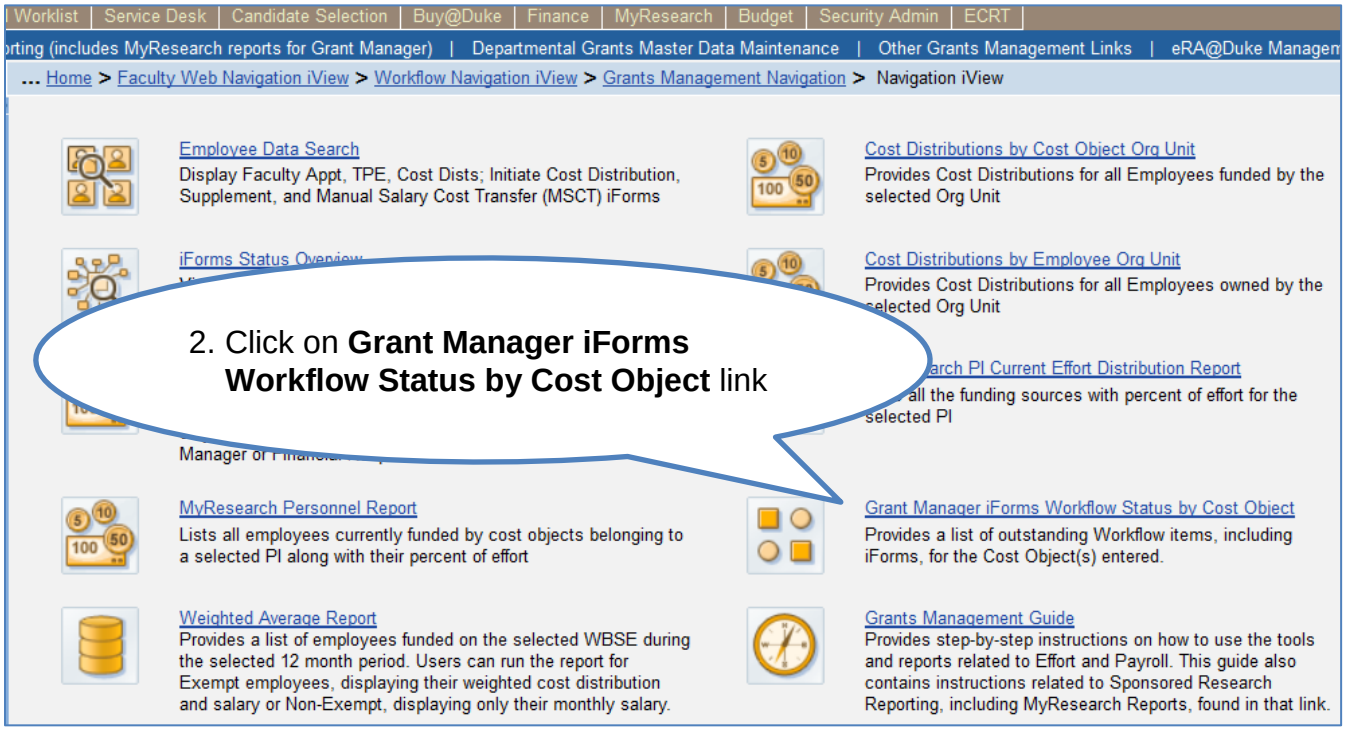
- **iForms Workflow Status Report** – generated for the workflow status of transactions for iForms and dFac (Faculty system), as those transactions are restricted by Organizational Unit (OAM) access. This report is only available under the iForms page (Reporting tab).
- **Workflow Status Report by Cost Object** – generated for selected Cost Objects and available under both the Finance tab and Grants Management tab in the Sponsored Research Reporting (includes MyResearch Reports) link. Since this report is selected by Cost Object, only workflow transactions associated with a cost object are included, so SECURITY and iForms are excluded.
- **Workflow Status Report** – generated for selected BFR Code(s) and available under both the Finance tab and Grants Management tab in the Sponsored Research Reporting (includes MyResearch Reports) link. Since this report is selected by BFR Code, all workflow transactions except iForms are included.

GM iForms Workflow by Cost Object (cont.)

Accessing and Generating the Report from the Grants Management Tab:



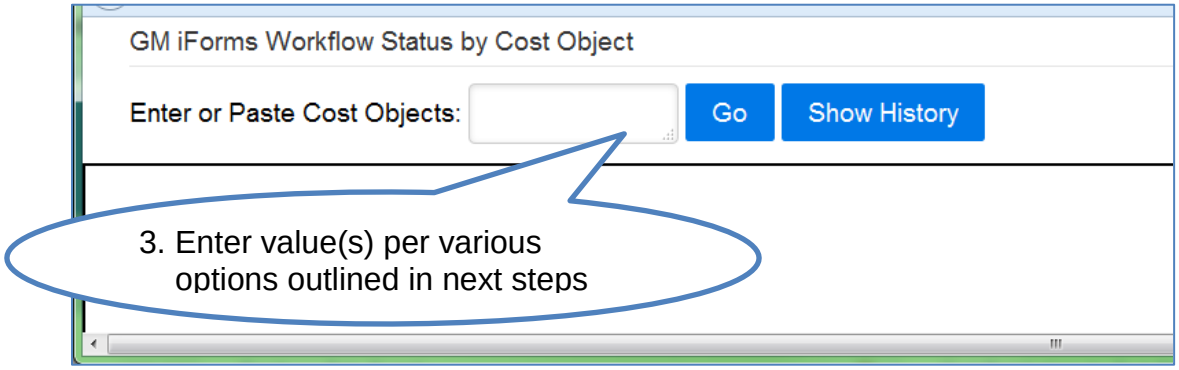
1. Click on the **Effort and Payroll Tools and Reports** link (directly on the underlined text).



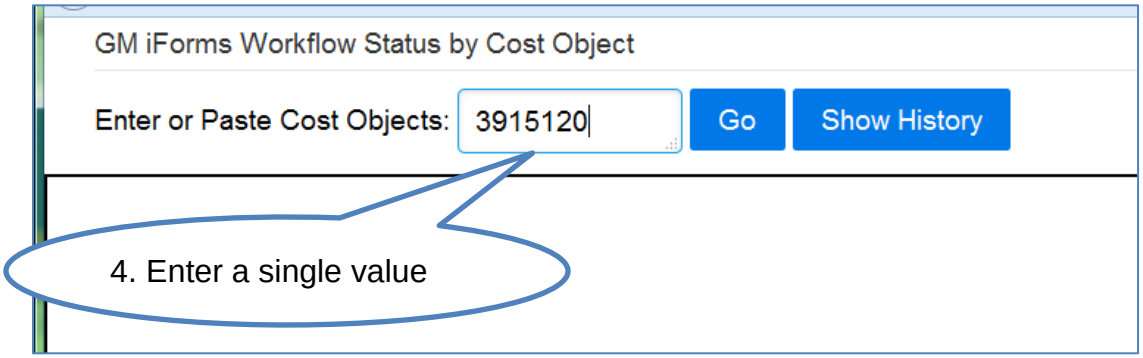
2. Click on the **<u>Grant Manager iForms Workflow Status Report by Cost Object</u>** link (directly on underlined text) to display the report's selection screen..

GM iForms Workflow by Cost Object (cont.)

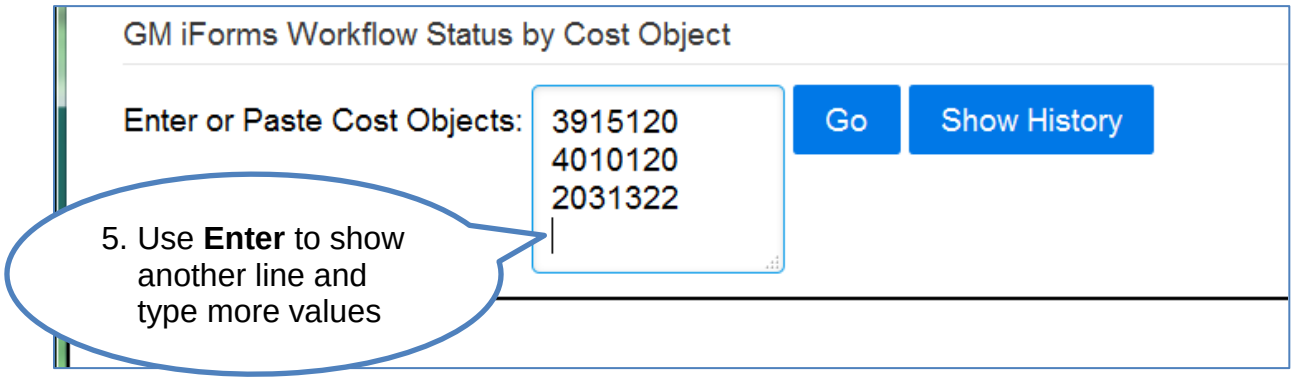
On the *Workflow Status by Cost Object* page:



3. Enter one or more Cost Object values in the **Enter or Paste Cost Objects:** field per the various options and selection tips outlined in the next steps.

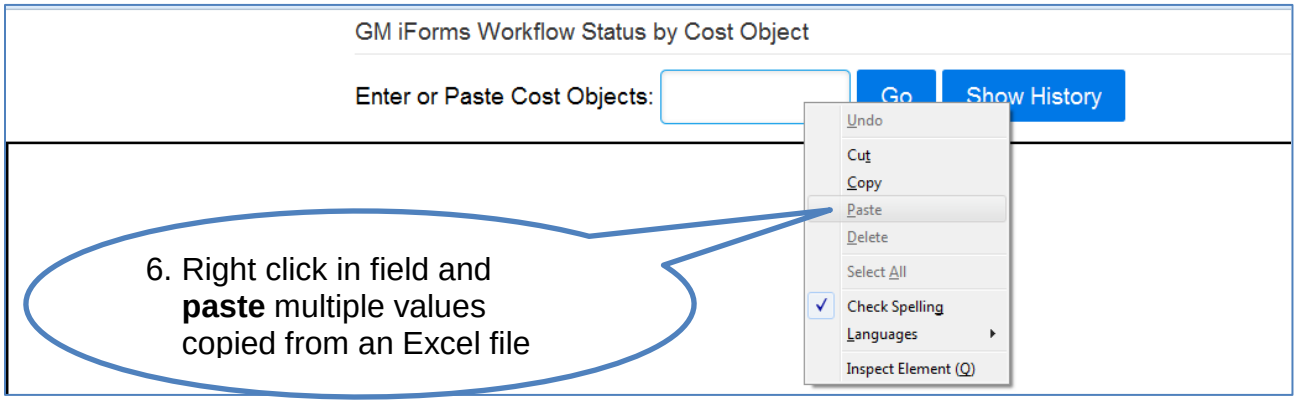


4. To enter a single value, type the single Cost Object in the field.



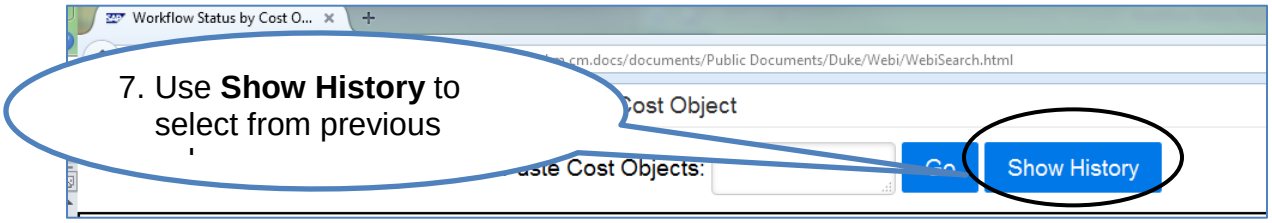
5. To manually enter multiple values, use the **Enter** button on the keyboard to show another line and enter multiple values (continue to press Enter to add more lines as needed).

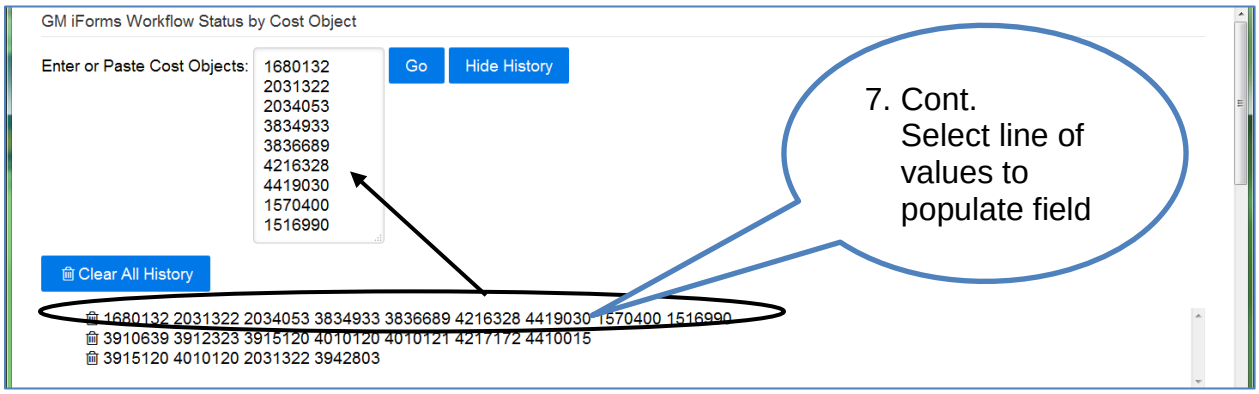
GM iForms Workflow by Cost Object (cont.)



6. To paste a list of cost objects copied to your clipboard from an Excel file, use the right mouse click in the field and select **Paste** (or equivalent **Ctrl + V** buttons on keyboard).

   *Note: To copy values into your clipboard from the Excel file, highlight the desired range of values and use the **right mouse click** and **Copy** (or equivalent **Ctrl + C** buttons on the keyboard).*

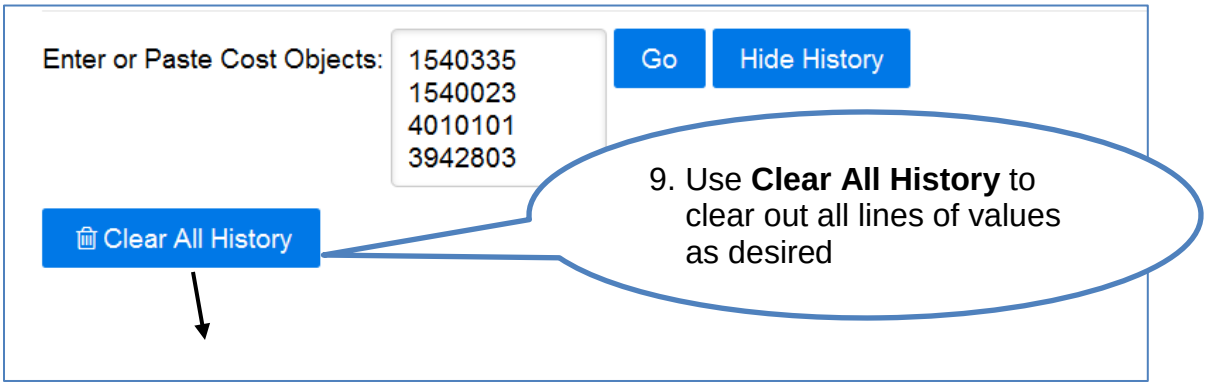




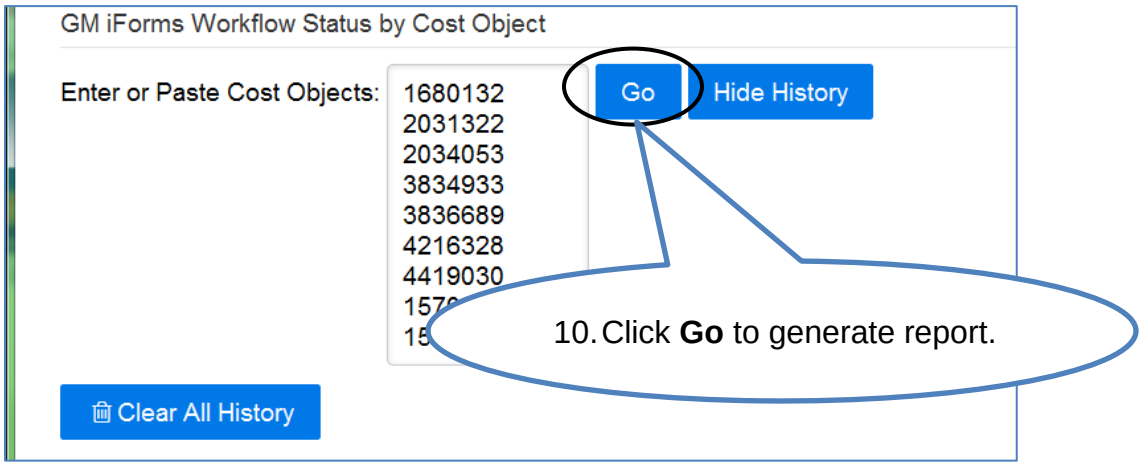
7. To select a value or certain list of values previously entered in the field, use the **Show History** button to display the history of Cost Object(s) used and click on the desired line of value(s) to populate the field and adjust as needed.

GM iForms Workflow by Cost Object (cont.)

8. If a line of values is no longer needed in your history, use the **Delete** icon to the left of a line of values to delete that.



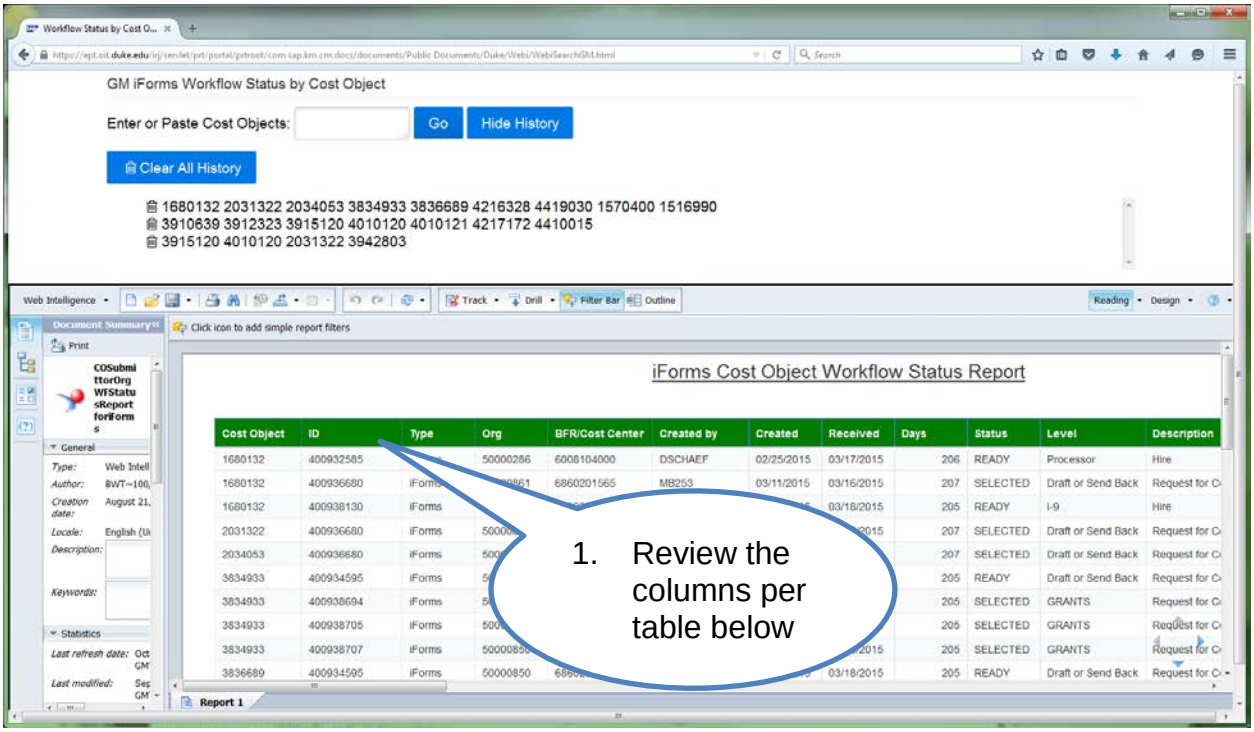
9. Use the **Clear All History** button to clear out ALL the lines of values stored in your history.



10. Once the input field is populated, click the **Go** button to generate the report (report will be displayed below the selection field).

GM iForms Workflow by Cost Object (cont.)

Using the Grant Manager iForms Workflow Status Report by Cost Object



1. Review the columns displayed, as outlined below:

Field/Column	Description
Cost Object	The seven (University) or nine (DUHS) digit cost object(s) selected if those cost objects contained any Workflow transactions. Cost objects include Cost Centers, Profit Centers, and WBS Elements.
ID	Document number identifier in SAP
Type	Type of Workflow transaction associated with the cost object(s) selected: • **dFac**= Faculty System • **iForm** = iForms (See next step to filter by the type of transaction as needed)
Org	8 digit Organizational Unit (HR/PR org. unit) associated with the person who submitted the transaction
BFR Cost Center	10 digit BFR Code (University) or 9 digit Cost Center (Health System) associated with the organization unit in the previous column
Created by	Duke Net ID of the person who created the transaction

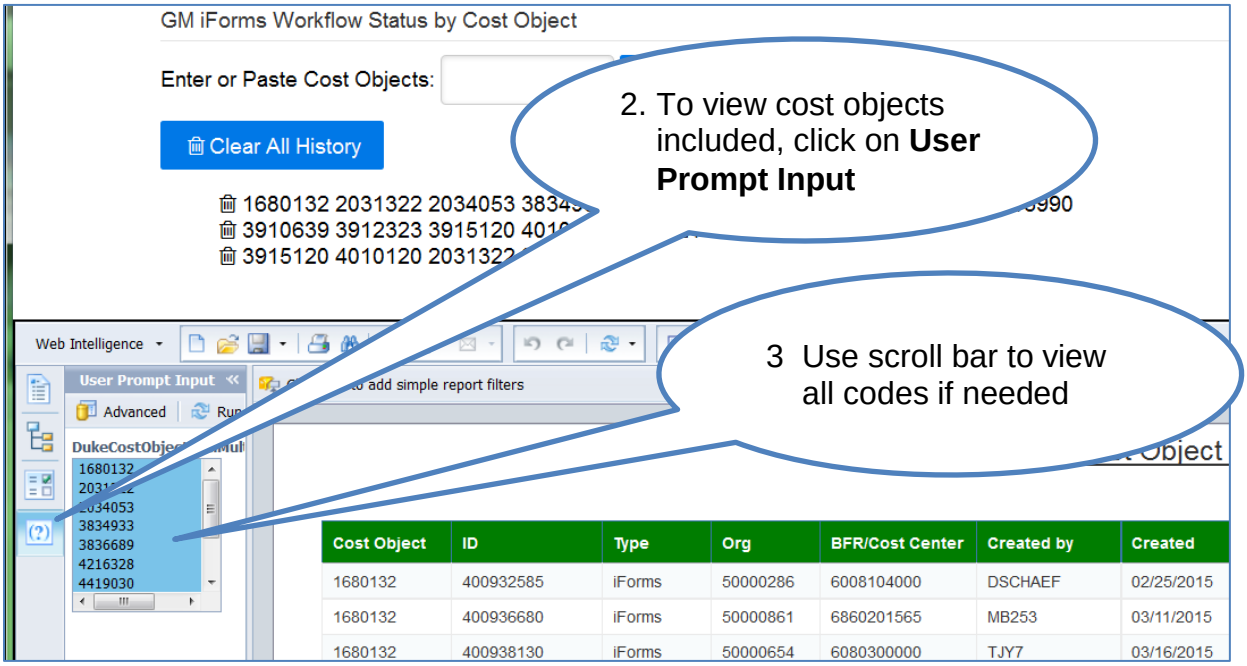
Continued on Next Page

GM iForms Workflow by Cost Object (cont.)

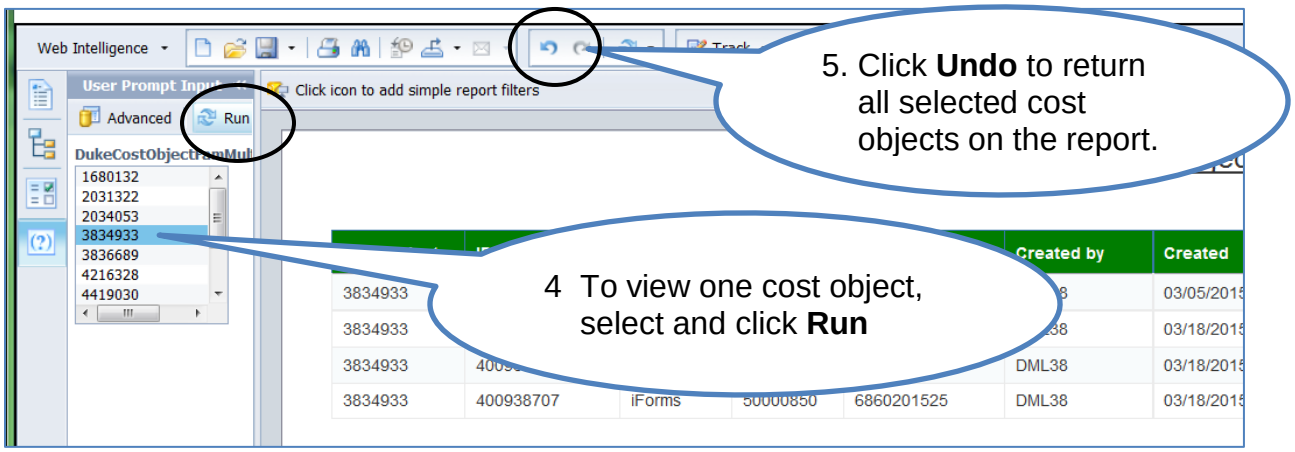
Field/Column	Description
Created	Date transaction was created
Received	Date the transaction was received in this step of the workflow
Days	Number of days between when the transaction was created and when it was received in this step (Created – Received = number of days in workflow process to this step)
Status	Current workflow status of the transaction work item per below: • Ready = item has been released for execution and appears in the work lists of all applicable recipients • Selected = item has been selected / received by ONE of the recipients and the item is no longer visible to the other recipients • Started =item is being processed at a level like the Processor level (central office / functional owner) • Committed = transaction work item is awaiting some type of confirmation of completion – not commonly seen
Level	Current workflow approval level of the transaction to provide an idea of where the workflow resides in the process such as Draft or Send Back, Employee Review, Processor (central office / functional owner) - examples may also be more specific workflow levels for a transaction, like JV-DEPT / SCHL to indicate a journal voucher is at the department or school level of approval
Description	Business description of the transaction, such as document header text for some documents, a trip description if travel related, or the business purpose on the APCR transaction
Ref ID	ID related to the transaction depending on the type of document
Reference Description	Reference information depending on the type of transaction, such as: • **iForm** = position or employee name associated with the form being processed • **dFac** = employee name associated with transaction
Who	Duke Net ID of the person(s) currently able to approve the transaction with a link to generate an email if needed (see steps below for how to use this feature) - a blank in this column along with "Processor" in the Level column indicates there is no specified contact since the transaction is an area that processes the transaction, such as Accounts Payable or Employee Travel and Reimbursement

Note: The left navigation pane is displayed by default and the content in the pane may be changed as needed by simply using one of the four buttons on the left.

GM iForms Workflow by Cost Object (cont.)



2. To view a list of all the cost objects included in the report, click on **User Prompt Input** (fourth button down on left).
3. In the resulting *User Prompt Input* pane (left of report), use the scroll arrows to move up and down the list.

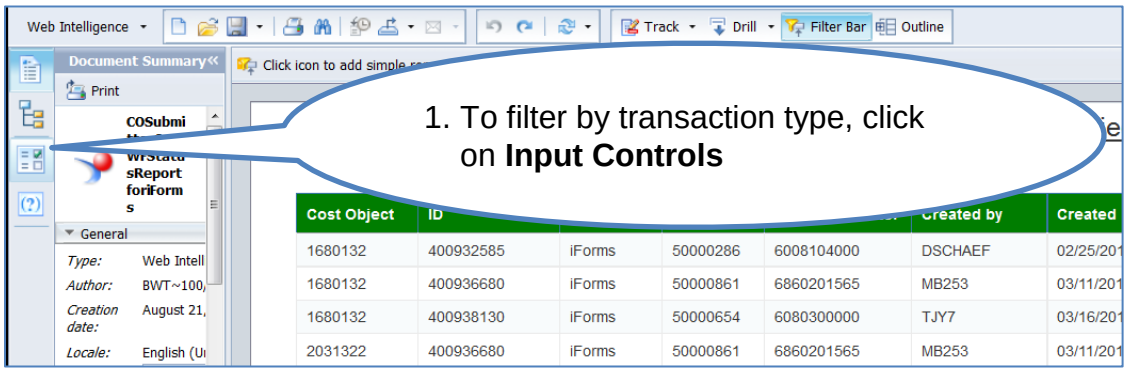


4. If desired, click to choose a Cost Object to use as the filter for the report if desired and click **Run** to filter the report (located in User Prompt Input pane).
5. Use **Undo** button at top of screen to remove the filter and display all transactions for all Cost Objects again.

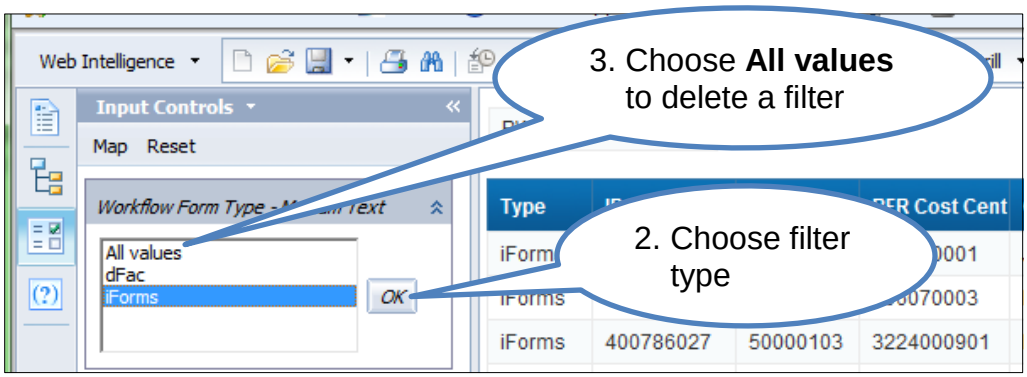
GM iForms Workflow by Cost Object (cont.)

To Filter the Report by Type of Transaction

Note: The left navigation pane is displayed by default and the content in the pane may be changed as needed by simply using one of the four buttons on the left.



1. Click on  **Input Controls** (third button down on left – recommended way to filter).



2. In the resulting Input Controls display (left pane), choose the type of transaction to use as the filter for the report (such as iForms or dFac) and click **OK**.

   Note: Only the workflow types that are displayed in the report will be listed as options. For example, if you don't have any dFac transactions for the time frame selected, you won't see that option available as a filter.

3. Once filtered, repeat steps to delete the filter by selecting **All Values** (or select a new filter by a different type of transaction).

   *Note: This is the recommended way to filter the report. The **Filter Bar** icon is also available as a way to filter and provides a drop-down field in the upper left corner of the report, if preferred.*

GM iForms Workflow by Cost Object (cont.)

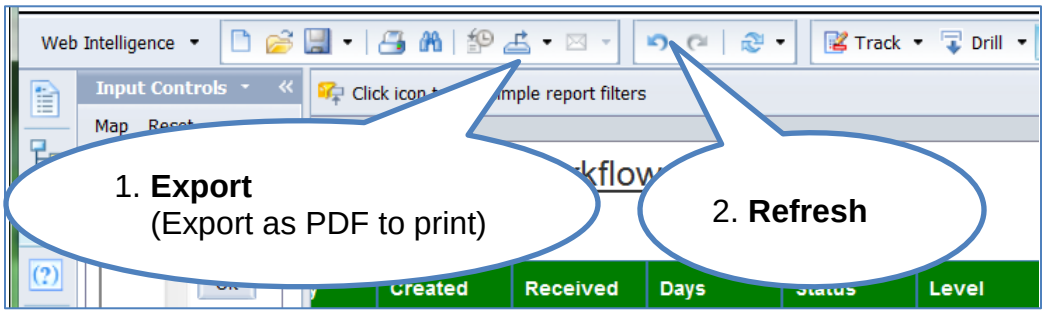
To Send an Email to the Person Who is Currently Able to Approve the Transaction

1. Click on the **net id link** displayed in the **Who** column for the transaction to open a window in your designated email program.

   Note: The email address will default to the alias email address based on the net id displayed in the column. The subject line will reference the workflow item.

2. Comprise the email and send as needed.

To Use Other Features of the Tool Bar



1. To export or print, use **Export** (recommended method for a printed copy is to **export as PDF file and then print)**.

2. To refresh the report (choose another organizational level), click on **Refresh**.