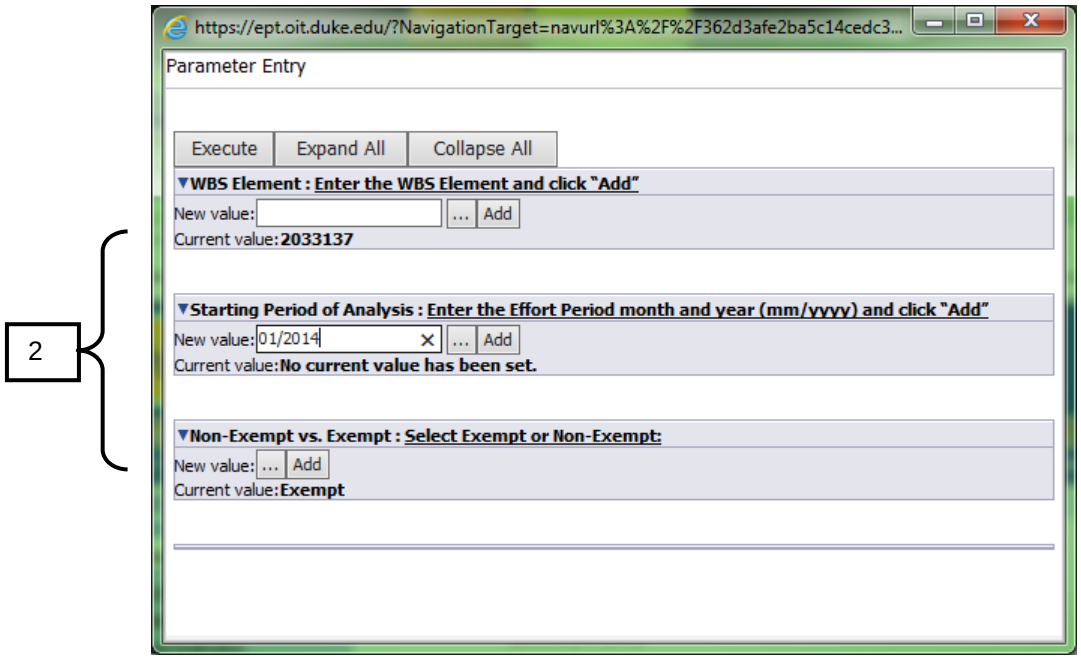
Weighted Average Report

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:



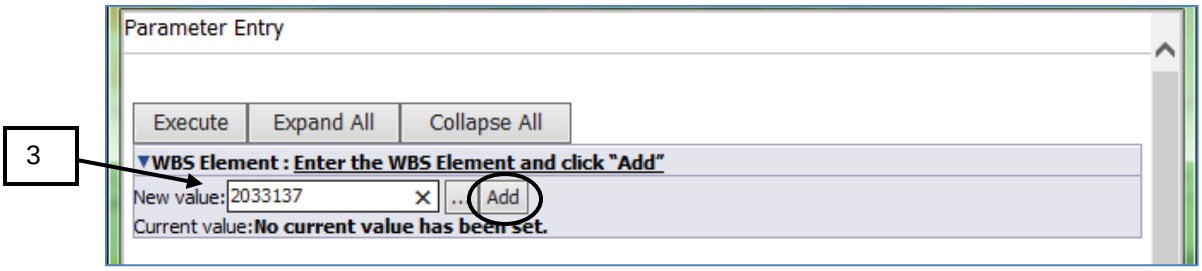
Note: If you click on the underlined name link for a field, you will close the field section. See step below for more guidance.

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).

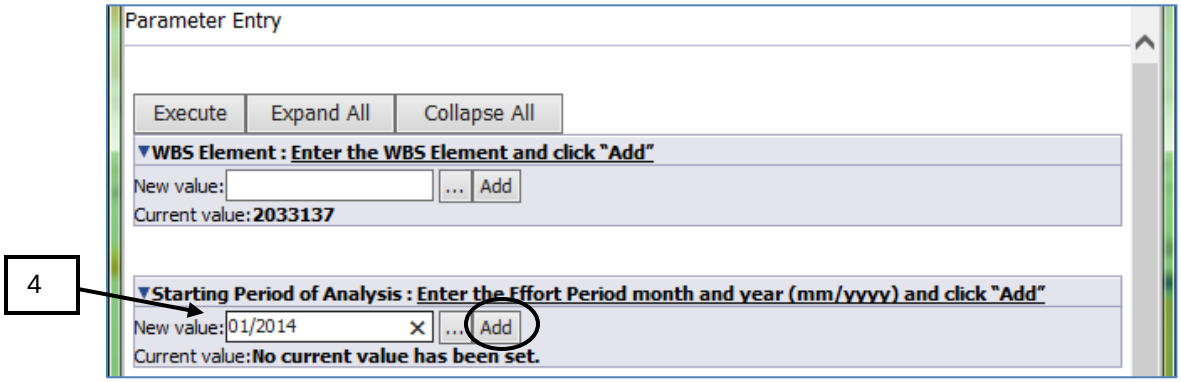
Continued Next Page

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).

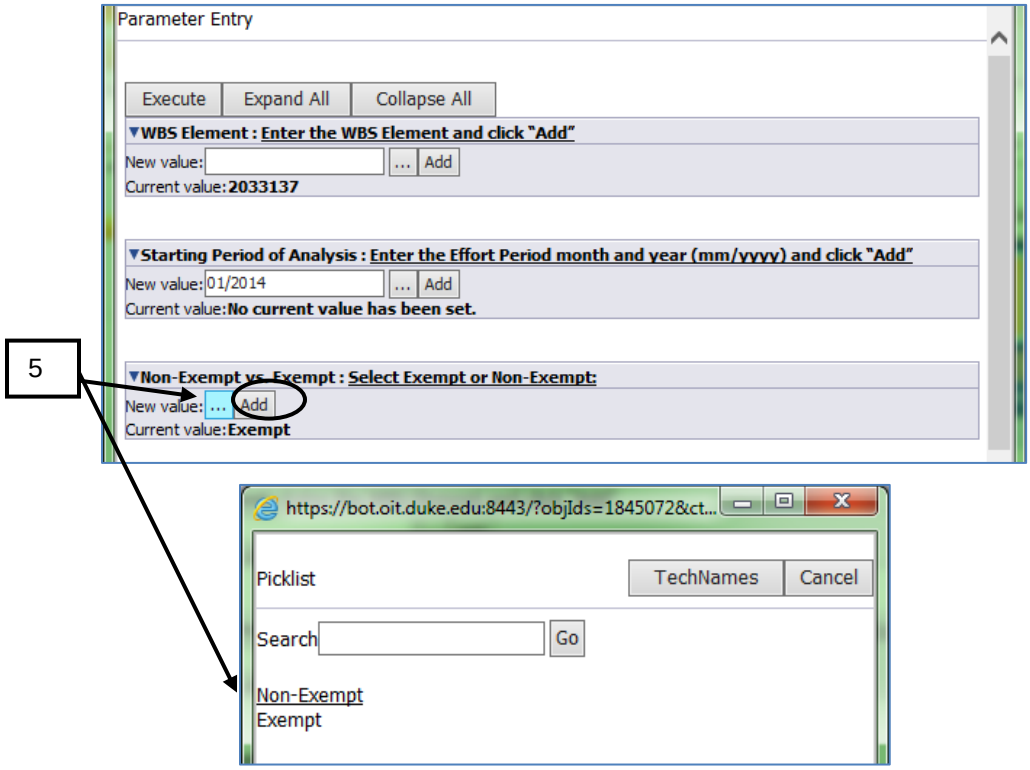


3. In the *WBS Element* tray, enter the WBS Element (WBSE) to be selected in the **New Value:** input field and click the **Add** button to display at the value in the Current value field.



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 2014).

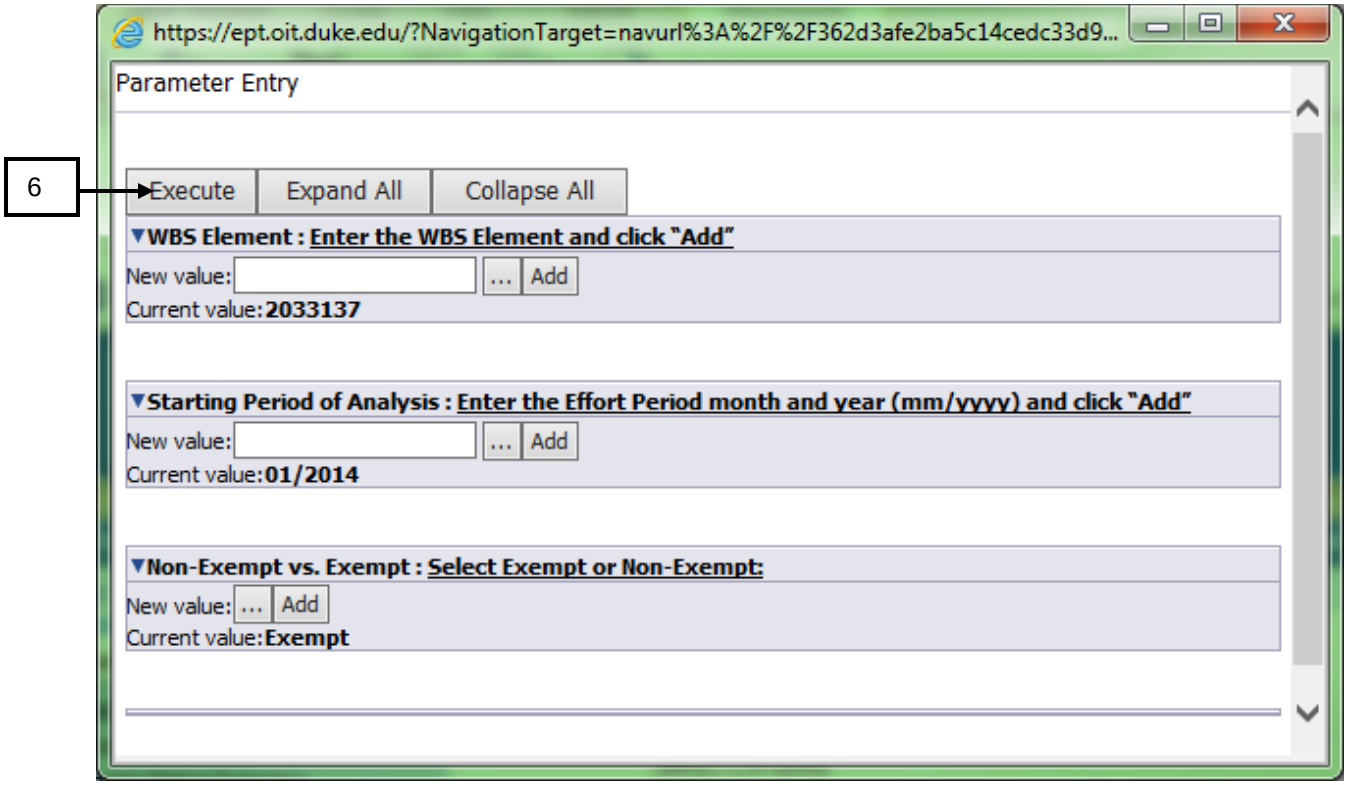
Weighted Average Report (cont.)



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.)

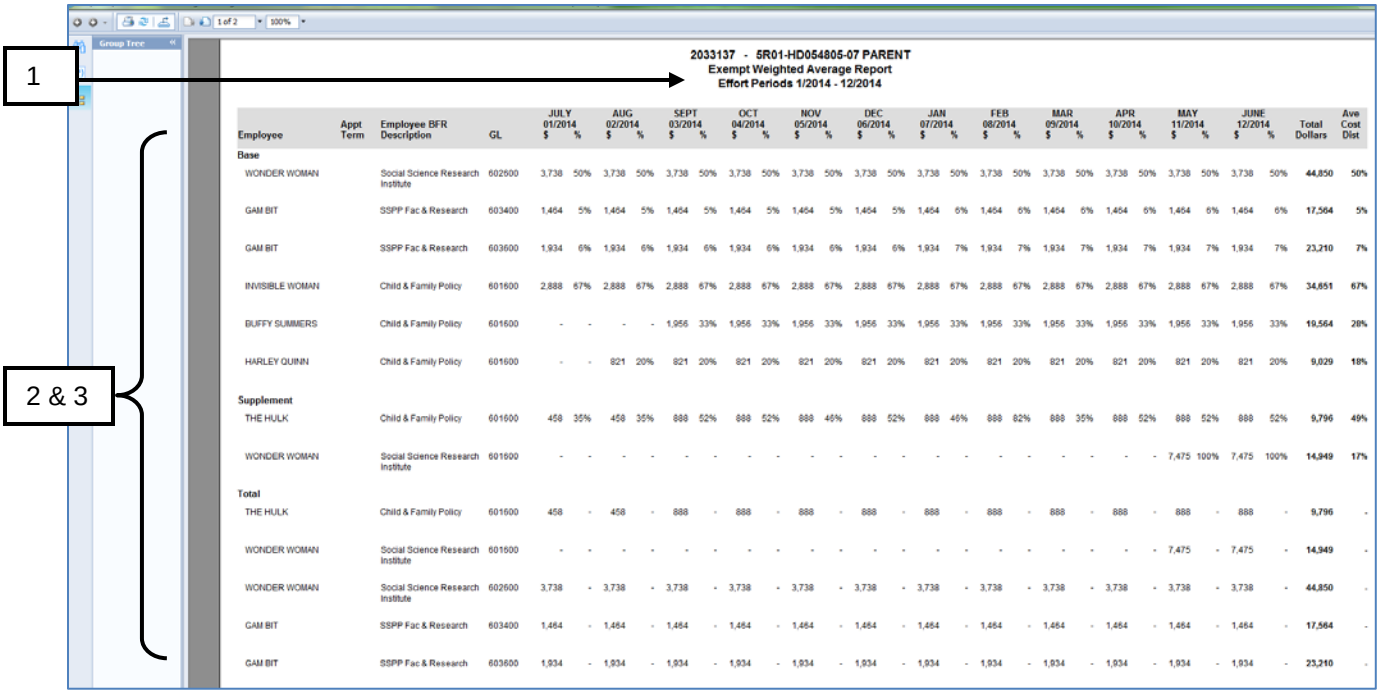


6. After completing the desired selection fields, ensure all fields have a bolded selection choice in the **Current value:** field and click **Execute** button above the trays.

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.

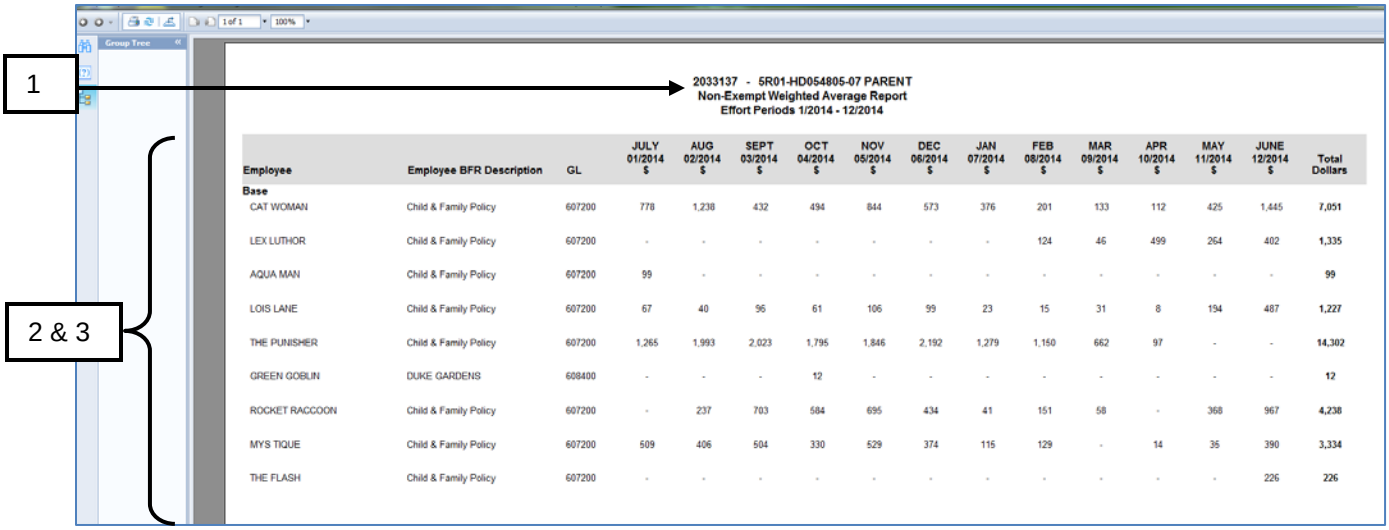
Weighted Average Report (cont.)

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.

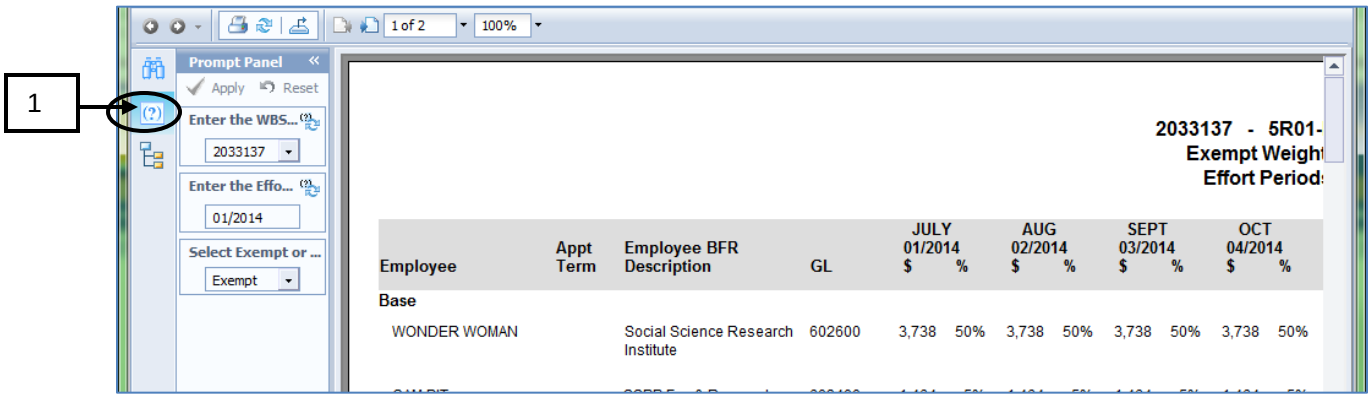
2. Review the body of the Non-Exempt report which displays all of the Non-Exempt employees paid on the specified WBS Element (WBSE) and contains only one Base section with this data:

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.

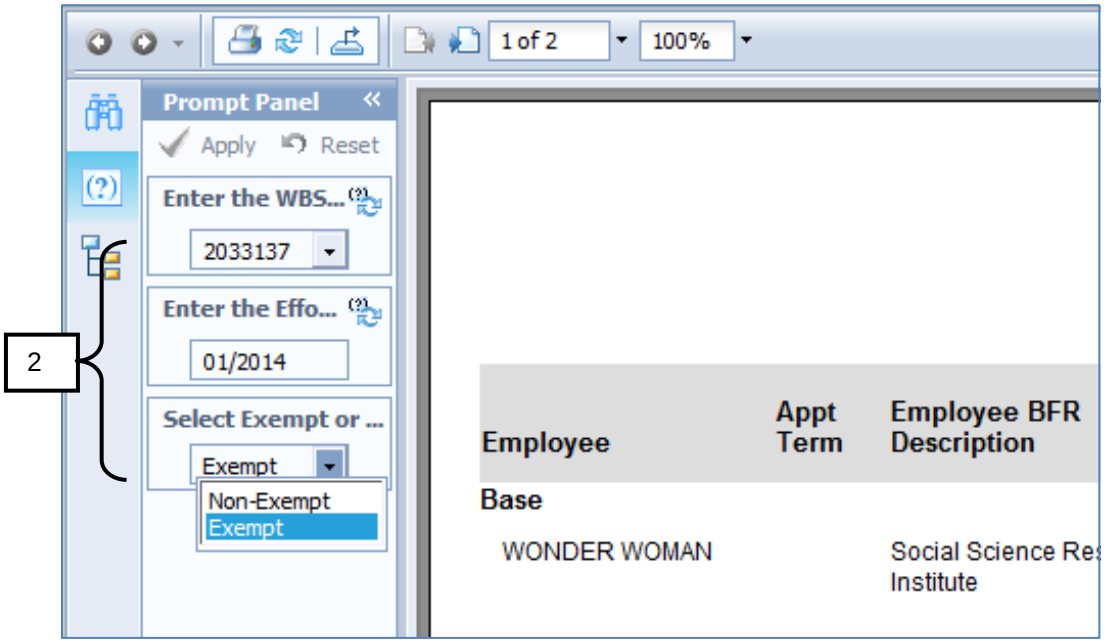
Weighted Average Report (cont.)

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.

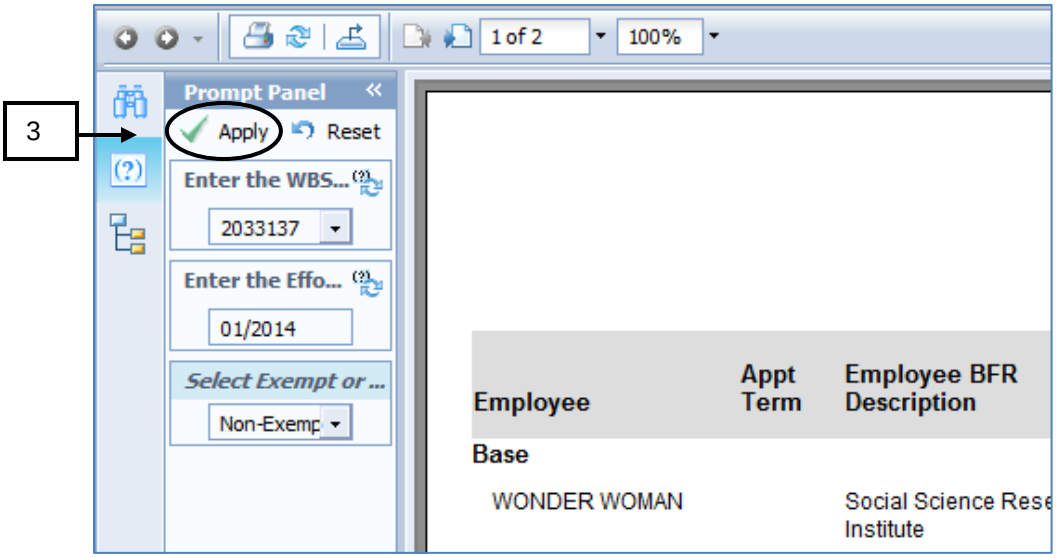


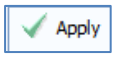
1. In the left sidebar, click on the (?) **Prompt (looks like a question mark)** button to display the Prompt Panel with the parameter selection input fields.



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

Weighted Average Report (cont.)

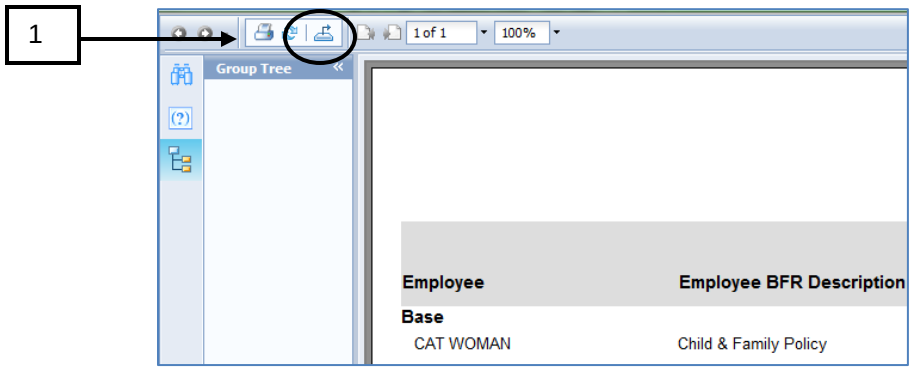


3. Click on the  **Apply** button to update the report with the new parameter selection values.

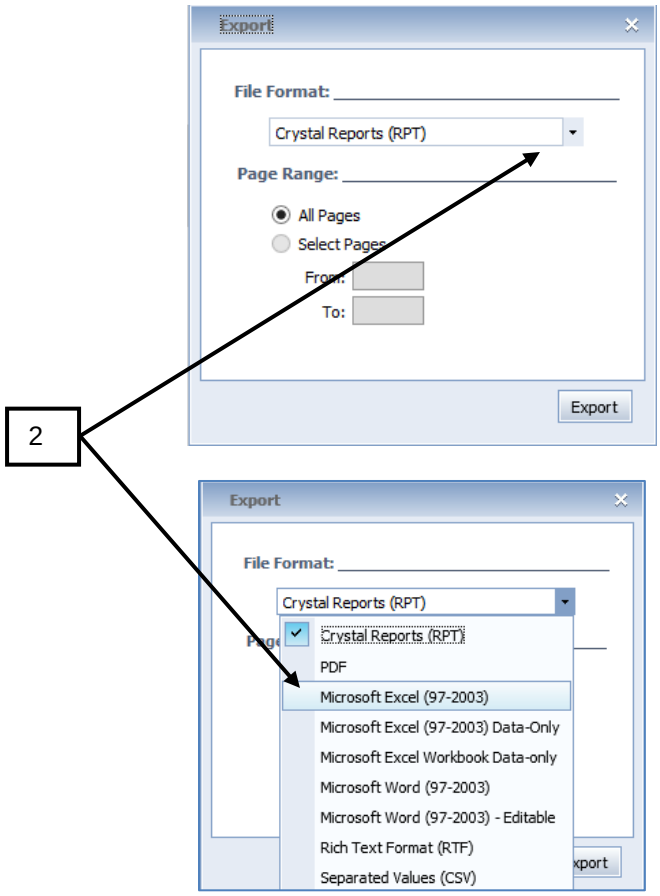
4. Once the report is processed, review the results of the updated report.

Weighted Average Report (cont.)

Exporting the Report

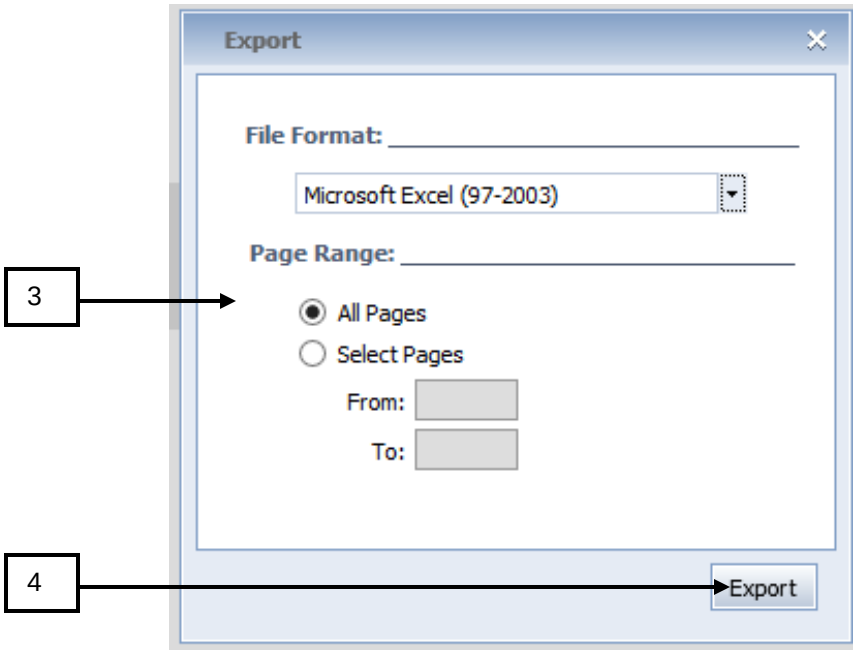


1. To export the report, click on the  **Export** button in the upper left toolbar.



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**.

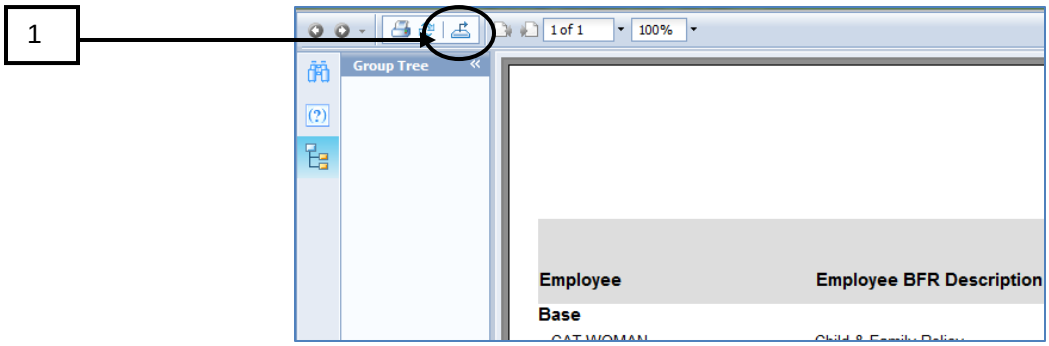
4. Click the **Export** button.

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

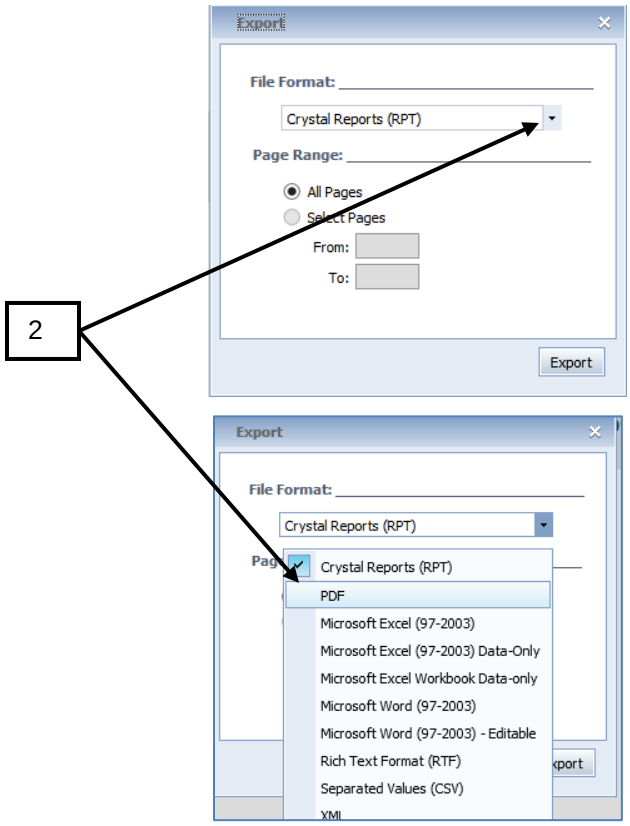
Weighted Average Report (cont.)

Printing the Report

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

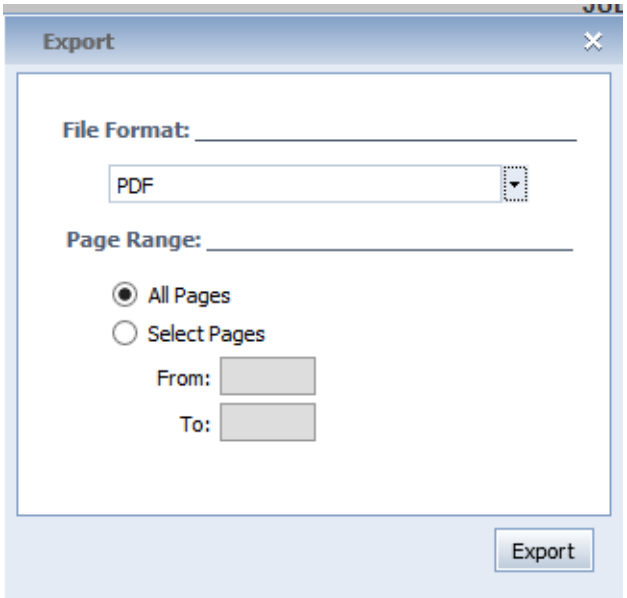


1. Due to compatibility issues with supported web browsers, the recommended method to print this report is to use the  **Export** button and export the report as a PDF file and then print the PDF version of the report - see next steps.



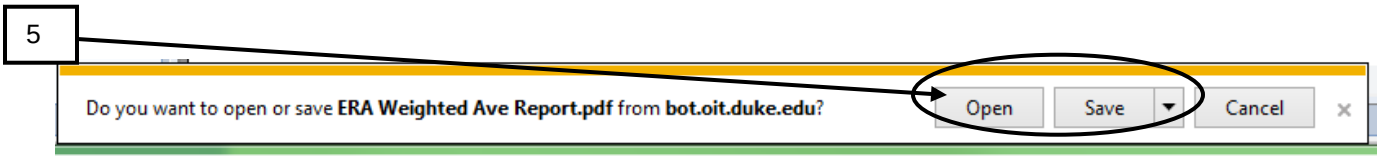
2. In the resulting window, click on the drop-down for the **File Format** field and choose either **PDF** (PDF is recommended for printing the report).

Weighted Average Report (cont.)

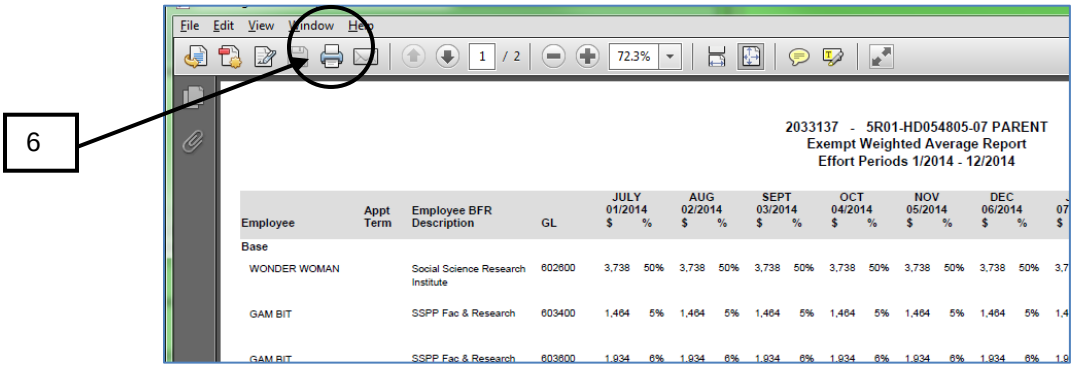


3. Once the file format is selected, use the optional radio button to select a range of pages or leave the default radio button selected for **All Pages**.

4. Click the **Export** button.

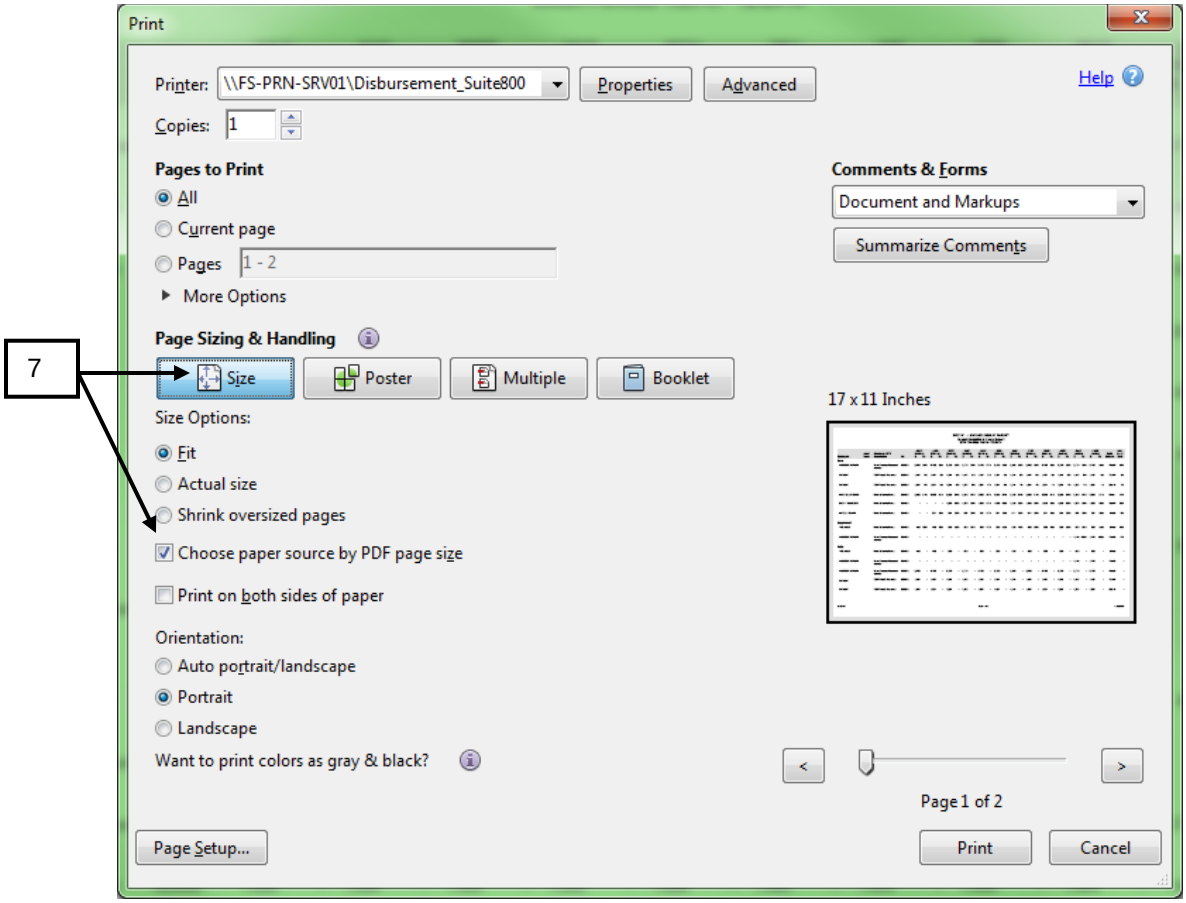


5. In the resulting prompt, click either **Open** (or **Save** and follow prompts to save the PDF file and print later).



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.