All individuals with sponsored project effort management responsibilities are provided a set of resources granting access to view information and submit transactions related to effort & payroll in order to effectively manage sponsored research.

Accessing Effort & Payroll Resources

- Refer to GAP 200.171 for more information on coordinating effort management across business units.
- Refer to GAP 200.172 for more information regarding access to and use of effort and payroll resources by individuals responsible for sponsored project effort management.
- As an individual with access to these resources, you should understand if your responsibilities include submitting iForms transactions for your business unit.
- These resources are separate from the access provided by other iForms security roles.
- Institutional Base Salary (IBS) access is granted by a security role assigned based on user responsibilities.
- Management audit reports are available to confirm appropriate use of the tools.

The effort & payroll resources are available online under the Grants Management tab at Duke@Work. From the Grants Management tab, select “Effort and Payroll Tools and Reports” to access the resources.

The Effort and Payroll Tools and Reports will display with a brief description of each resource. Selecting a resource will bring up the corresponding page allowing you to access information or complete your desired transaction.

A. Employee Data Search: Displays Faculty Appt., TPE, Cost Distributions for selected employee with ability to initiate designated iForms.
B. Weighted Average Report: Provides a list of employees funded on the selected WBSE during the selected 12 month period. Users can run the report for Exempt employees, displaying the weighted cost distribution and salary or Non-Exempt, displaying only their monthly salary.
D. Cost Distributions by Cost Object Org Unit: Provides cost distributions for all employees funded by the selected org unit.
E. iForm Status Overview: View status of submitted Cost Distributions, Supplements, and MSCT iForms.
F. Cost Distributions by Employee Org Unit: Provides cost distributions for all employees owned by the selected org unit.
G. Accounting View of Payroll Report: Provides list of employees paid from selected WBSE or Cost Center by fiscal period. This report is secured to display data for only those funds for which the user is assigned as the Grant Manager or Financial Responsible Person.
H. MyResearch PI Current Effort Distribution Report: Lists all the funding sources with percent of effort for the selected PI.
I. MyResearch Personnel Report: Lists all employees currently funded by cost objects.
J. Grants Management Guide: Provides link to step-by-step instructions on how to use the tools and reports available.
Employee Data Search

Executive to review employee data, including current cost distributions. Access to data is not restricted by org unit. As business unit policy permits, this tool can also be used to initiate Cost Distribution Changes, Manual Salary Cost Transfers and Supplemental Payments. iForms initiated using these tools follow the existing iForms approval workflow based on employee’s owning org unit.

1. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or press enter on your keyboard to search. An asterisk (*) can be used in the name fields to execute a wild card search and return multiple results.

2. Employee personnel data will return based on search criteria.

   A. **Employee:** Select a name to view the Cost Distribution Detail page. Contains Appointments, Education, and TPE.

   B. **iForm:** Select the iForms icon in the desired row to display a list of iForm transactions available for the corresponding employee.

   C. **Forms box:** Select an iForm transaction from the list to launch the corresponding form (forms should only be used if permitted by departmental policy).

3. The Cost Distribution Detail page displays appointments, education, and total professional effort for the selected employee.

   A. **Total Professional Effort:** For individuals with University effort only, tray will default closed and includes no data. For individuals with University effort and PDC and/or VA effort, tray will default open.

4. Key points to consider when initiating effort and payroll changes:
   - iForms should be submitted by individuals responsible for effort & payroll transactions according to business unit policy.
   - Always use the CHECK button prior to submitting. Warnings displayed should be carefully considered and addressed before routing for approval.
   - Ensure appropriate WBSE & G/L used for each line item. G/L is especially critical for cost sharing or administrative effort.
   - Include appropriate level of detail in comments for use by approvers and as backup documentation for permanent records.
   - Use the UPDATE option when entering date fields to confirm selections and be cautious with Calendar vs. Fiscal month.
   - iForms should be Saved as Draft any time there is potential for delay prior to submission to maintain data integrity.
Research Administrator Effort & Payroll Resources

**iForms Status Overview**

The iForms Status Overview displays the current workflow status of all iForms that you have submitted and provides access to the details of each transaction.

**Weighted Average Report**

Provides a list of all employees funded in a 12 month period for a specified WBSE for which you are assigned as GM1 or GM2. Exempt and non-exempt employees must be run separately by selecting the corresponding option in the search criteria.

1. Enter or choose appropriate values for the search criteria. Select the ‘Add’ button to add each search item. Use fiscal month and year for Starting Period.

2. Once the current value has been updated appropriately for all of the search criteria, select ‘Execute’ to run the search.

3. Employees matching the search criteria display in the report. Exempt and non-exempt employees must be run separately by selecting the corresponding option in the search criteria. Report displays actual effort by month and accounts for any retroactive adjustments. May not match Ledger.

   **Exempt Report Displays:**
   - Exempt employees, including Faculty, paid on WBSE
   - Monthly salary and associated effort on WBSE
   - Supplements listed separately

   **Non-Exempt Report Displays:**
   - Non-exempt employees paid on WBSE
   - Wages paid per month

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**CAPTAIN AMERICA**

**AVENGERS**

- Description: The Description column displays the iForm transaction type. Select a link in this column to open the iForm and view transaction details.

- Status: The Status column displays the current status of the iForm. Select a link in this column to open the Status Overview, which contains the workflow routing and action taken by approvers in the workflow.
Institutional Base Salary Employee Search

Provides Institutional Base Salary for employees with primary or secondary appointments within your assigned org units to assist with budget development and salary verification.

Confidentiality

- Salary information is confidential and access to IBS is assigned by your Business Manager.
- Managerial audit reports are available to ensure information is being used in accordance with initiator’s scope of responsibility.

1. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or press enter on your keyboard to search. An asterisk (*) can be used in the name fields to execute a wildcard search and return multiple results.

2. Employee personnel data will return based on search criteria above. This page provides access to IBS, faculty appointments, and printable employee Salary Verification Sheets.

   A. **Employee**: Select a name to view IBS information and faculty appointments.
   B. **Print**: Select a print link to open the Salary Verification Sheet PDF.

3. The Institutional Base Salary Display contains current IBS and Appointments.

4. Salary Verification Sheet provides distribution-ready information (i.e. salary, tenure, title) generally requested by Sponsors.
Accounting View of Payroll

Provides list of employees paid from a selected cost object by fiscal period. Only displays data for WBSEs or Cost Centers for which the user is assigned as a Grant Manager or Financial Responsible Person.

1. Enter search criteria into the Current Selection column and select the ‘Check’ button.
2. If the description matches the expected search criteria, select the ‘OK’ button to run the report.
3. Payroll for the selected cost object and period displays, along with subtotals for each grouping.

Cost Distributions by Cost Object or Employee Org Unit

By Cost Object Org Unit
Provides cost distributions for all employees funded by the selected org unit.

By Employee Org Unit
Provides cost distributions for all employees owned by the selected org unit.

1. Enter search criteria into the Current Selection column and select the ‘Check’ button.
2. If the description matches the expected search criteria, select the ‘OK’ button to run the report.
3. Cost distributions for each employee meeting the search criteria display in the table.
### MyResearch Personnel Report
The report provides all personnel currently funded on Cost Objects for the selected PI, including the percent of effort for each employee on the selected Cost Objects.

1. Enter Duke Unique ID of the PI into the Current Selection column and select the ‘Check’ button.
2. If the description matches the expected search criteria, select the ‘OK’ button to run the report.
3. Cost distribution displays for each employee funded by a Cost Object where the selected PI is the Responsible Person.

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>Employee</th>
<th>Organizational Unit</th>
<th>Valid From</th>
<th>Valid To</th>
<th>Cost Object Percent</th>
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<tbody>
<tr>
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### MyResearch PI Current Effort Distribution Report
The report provides current funding sources for the selected Principal Investigator (PI).

1. Enter Duke Unique ID of the PI into the Current Selection column and select the ‘Check’ button.
2. If the description matches the expected search criteria, select the ‘OK’ button to run the report.
3. Current cost distribution displays for the selected PI.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Job</th>
<th>Organizational Unit of Employee</th>
<th>Cost Object</th>
<th>Valid From</th>
<th>Valid To</th>
<th>Cost Object Percent</th>
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Rev. 8/28/2015