

## How to view salaries by employees on grant reports

Run the report “Grant Budget vs Actual (Sponsor Funded)” for a specific grant worktag or can choose not to specify and will receive results for any grant worktags in which you have access to as PI, Co-PI, or Grant Financial Analyst.

The report will display one line per grant. In order to expand to see the budget versus actuals by Ledger Account Summary, click on the “arrow” next to the grant name.

Grant Budget vs Actual (Sponsor Funded)									
Period	Fiscal Year 2022 - March			Grant(s) 12345-GR General Research at WPI					
1. Click arrow left of grant # to expand									
2 items									
Grant - Grant LAS	Principal Investigator	Sponsor	Grant Specific Restrictions	SPA Contact	Award Contract Start Date	Award Contract End Date	Grant Budget	Grant Actuals LTD	
Grant		US Army		Jennifer Wood	04/02/2019	04/01/2022	\$1,963,948.44	\$1,904,185.96	
12345-GR General Research at WPI	Joe Smith	US Army		Jennifer Wood	04/02/2019	04/01/2022	\$1,963,948.44	\$1,904,185.96	

### Example of the expansion:

Grant Budget vs Actual (Sponsor Funded)									
Period	Fiscal Year 2022 - March			Grant(s) 12345-GR General Research at WPI					
1. Click arrow left of grant # to expand									
13 items									
Grant - Grant LAS	Principal Investigator	Sponsor	Grant Specific Restrictions	SPA Contact	Award Contract Start Date	Award Contract End Date	Grant Budget	Grant Actuals LTD	
Grant		US Army		Jennifer Wood	04/02/2019	04/01/2022	\$1,963,948.44	\$1,904,185.96	
12345-GR General Research at WPI	Joe Smith	US Army		Jennifer Wood	04/02/2019	04/01/2022	\$1,963,948.44	\$1,904,185.96	
WPI Parent Account Set: GR-01 - Faculty Salaries and Supplemental Wage							\$59,623.00	\$88,027.84	
WPI Parent Account Set: GR-02 - All Other Salaries and Wages							\$126,067.34	\$257,237.26	
WPI Parent Account Set: GR-03 - Fringe Benefits							\$20,786.00	\$39,397.96	
WPI Parent Account Set: GR-04 - Tuition							\$55,771.00	\$49,201.60	

### Note:

- WPI Parent Account Set: GR-01 - Faculty Salaries and Supplemental Wages – *This budget represents salaries approved as “Key Personnel; a majority of the time this will be the PI and Co-PI’s on the award.*
  - *All personnel budgeted must devote at least 76% of the effort committed. A 25% or greater reduction in the level of effort constitutes a significant change in work activity and in accordance with the Uniform Guidance 2 CFR 200 must have prior approval from the sponsor to reduce.*
- WPI Parent Account Set: GR-02 - All Other Salaries and Wages – *This budget represents all other salaries not listed as Key Personnel such as Research Assistant’s, Post-Doc’s, Technician’s, etc.*

Hover over the Grant Actuals amount. Click the arrow to the right. Select "Employee".

**Grant Budget vs Actual (Sponsor Funded)** 01/16/21

Period Fiscal Year 2022 - March Grant(s) 12345-GR General Research at WPI

1. Click arrow left of grant # to expand

13 items

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WPI Parent Account Set: GR-01 - Faculty Salaries and Supplemental Wage							\$59,623.00	\$88,027.84
WPI Parent Account Set: GR-02 - All Other Salaries and Wages								
WPI Parent Account Set: GR-03 - Fringe Benefits								
WPI Parent Account Set: GR-04 - Tuition								
WPI Parent Account Set: GR-05 - Fees and Insurance								
WPI Parent Account Set: GR-06 - Supplies								
WPI Parent Account Set: GR-07-08 - Travel								
WPI Parent Account Set: GR-10 - Professional Services								

View By

- Award
- Award Type for Award
- Cost Center
- Detail Code
- Employee
- Fund
- Grant
- Journal Source
- Ledger/Budget Period
- Ledger Account

This will generate a pop out box which will summarize the total amount of salary charged to the grant by employee over the life of the award.

Salaries and Supplemental Wage						\$59,623.00	\$88,027.84	\$
r Salari								\$
enefits								\$
d Insur								\$
s								\$
el								\$
ional S								\$

Criteria View by: Employee and then by: Select a Field... Refresh

3 items

Employee	Amount
Joe Smith	24,624.00
John Doe	63,403.84
<b>Total</b>	<b>88,027.84</b>

To further analyze the data you can select "Ledger/Budget Period" then click the button "Refresh" and this will repopulate the results over the summary by employee to show the amounts taken in any given ledger budget period over the life of the award.

Criteria View by: Employee and then by: Ledger/Budget Period Refresh ➔

3 items

Employee	April-Fiscal Year 2020 Actuals (Worcester Polytechnic Institute - WPI)	May-Fiscal Year 2020 Actuals (Worcester Polytechnic Institute - WPI)	July-Fiscal Year 2021 Actuals (Worcester Polytechnic Institute - WPI)	August-Fiscal Year 2021 Actuals (Worcester Polytechnic Institute - WPI)	June-Fiscal Year 2021 Actuals (Worcester Polytechnic Institute - WPI)	July-Fiscal Year 2022 Actuals (Worcester Polytechnic Institute - WPI)	August-Fiscal Year 2022 Actuals (Worcester Polytechnic Institute - WPI)	Amount
Joe Smith	0.00	6,156.00	0.00	6,156.00	6,156.00	0.00	6,156.00	24,624.00
John Doe	25,361.92	0.00	25,361.92	0.00	0.00	12,680.00	0.00	63,403.84
<b>Total</b>	<b>25,361.92</b>	<b>6,156.00</b>	<b>25,361.92</b>	<b>6,156.00</b>	<b>6,156.00</b>	<b>12,680.00</b>	<b>6,156.00</b>	<b>88,027.84</b>