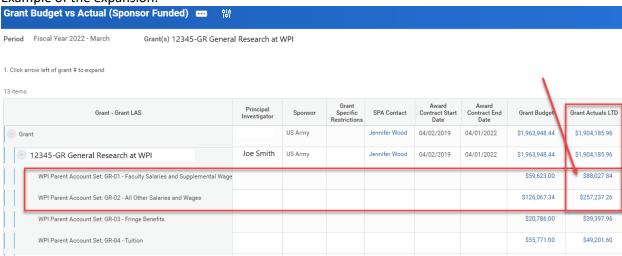
How to view salaries by employees on grant reports

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.



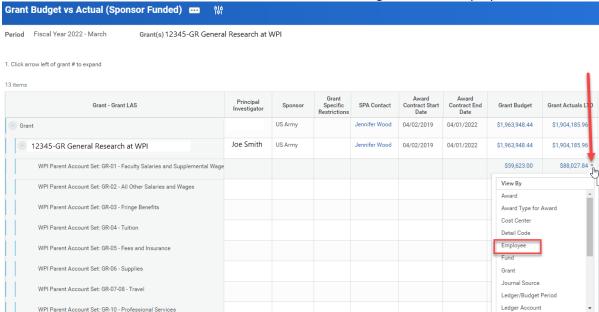
Example of the expansion:



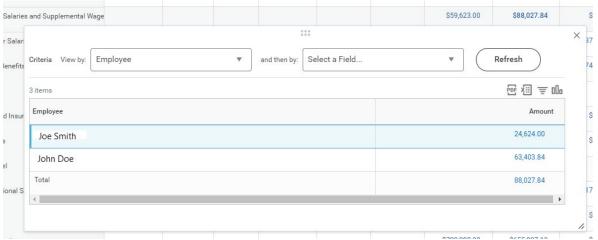
Note:

- 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".



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



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.

