Labor Effort User Guide

Interactive Visualization

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ACCESSING THE PI DASHBOARD FROM ON-CAMPUS

To access the PI Dashboard through the University on- campus network:
- Navigate to: https://sponsoredprojects.gwu.edu/pi-dashboard
- Click the Login to PI Dashboard button.

Login to PI Dashboard

- Sign in to the Dashboard using your GW NetID (id and password used for email)

ACCESSING THE PI DASHBOARD FROM OFF-CAMPUS

To access the PI Dashboard when outside of the on-campus network:
- First, log in to the VPN network using your GW NetID: https://vpn.gwu.edu/
- Navigate to https://sponsoredprojects.gwu.edu/pi-dashboard
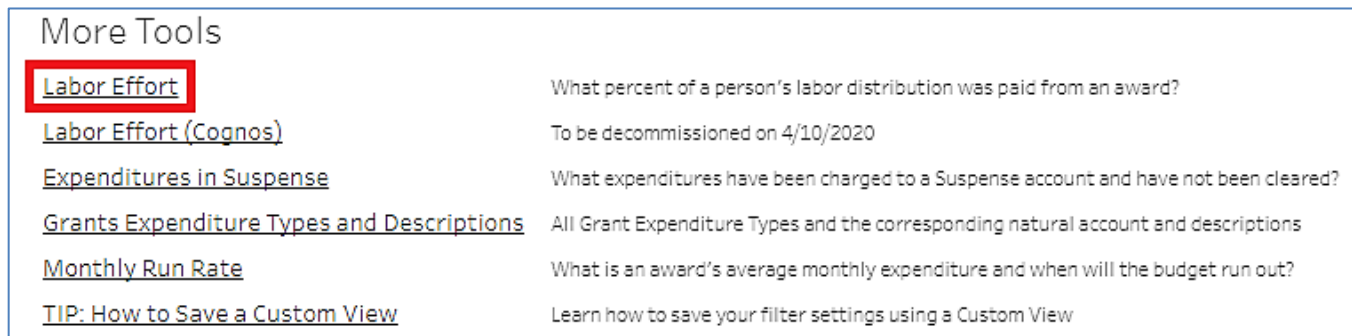- Click the Login to PI Dashboard button.

Login to PI Dashboard

- Sign in to the Dashboard using your GW NetID (id and password used for email)

NAVIGATING TO THE LABOR EFFORT REPORT

Once logged in to PI Dashboard, click on the More Tools tab in the upper left corner.
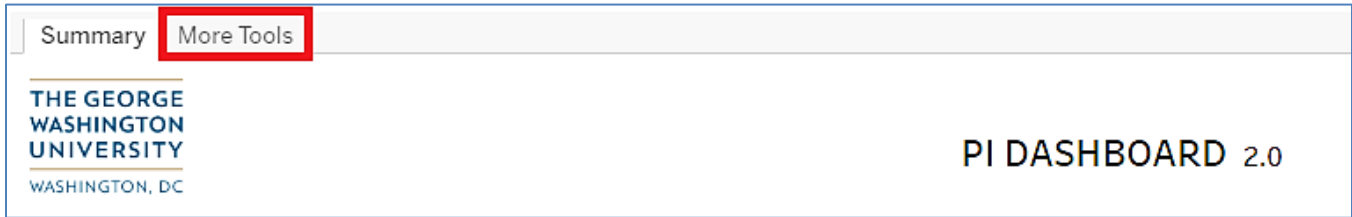
From the More Tools menu, click on the Labor Effort link.

SEARCH, FILTER AND SORT

Note: Your EAS role access determines your access to information in the Labor Effort Report. Therefore, only awards to which you have been given access will appear in the Labor Effort Report.

Filters are available at the top of the Labor Effort Report. By default, the following filters are applied:

- Filter Awards: Show only Awards with Labor Distributions

- Include Bonus Distributions: Exclude Bonuses

- Award Status: Include ACTIVE, AT_RISK, and ON_HOLD (CLOSED awards are excluded)

Default filters are underlined in red in the image below. Update a filter by clicking on the dropdown menu and selecting a different value.

A variety of other filters are available to facilitate searching for awards and employees paid.

- Dropdown menus are available allowing the user to search on Employee Paid – Last Name or GWID, Award Number, PI Full Name, Award Org Code, Award Status, or Sponsored Projects Administrator (SPA).

- Typing in the text box labeled "Search: By Project # Award #, Award Org, Banner Index, or keywords in Project Name or Award Long Name" allows you to quickly search for keywords/text strings that appear in any one of the listed fields.

- To clear a filter, hover over the filter and click on the filter **X** symbol:
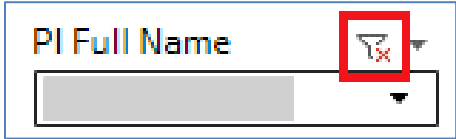
Filtering Tip: When filtering, uncheck "(All)" and type your search item in the search bar. Results will appear as you type. Once desired results are shown, check the selection and click "Apply". Use the checkboxes to select multiple choices at a time. Check "(All)" box to select all items.

Use the Sort By dropdown menu to sort the records in the Employees Paid on an Award table by P-T-A, Banner Index, PI Name, or Last Name of Employee Paid. By default, the table is sorted by P-T-A.

EMPLOYEES PAID ON AN AWARD

The Employees Paid on an Award table shows a blue rectangle to indicate that an employee was paid on a specific award for a given calendar year. For example, the point where the two red lines cross in the image below indicate that John Doe was paid by PTA 41038-50-IXXS91063N in calendar year 2019.

Clicking on one of the blue rectangles will cause another table to appear below the Employees Paid on an Award table.

- This table will show all awards (not just the PTA for the selected row) that have paid the selected employee during the selected calendar year.
- For employees who are paid on a bi-weekly basis, the table will appear below the Bi-Weekly heading.
- For employees who are paid on a monthly basis, the table will appear below the Monthly heading.

Clicking on the rectangle where the lines cross causes John Doe's labor effort report to display under the Monthly heading.

Monthly - 2019
GXXXXXXXX - Doe, John

P-T-A	Award Short Name	Sponsor	Ban Index (+/-)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
--	Non-Sponsored Activity		801206							85.00%	85.00%	85.00%	85.00%	87.50%	87.50%
			830065	85.00%	85.00%	91.30%	85.00%	85.00%	85.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
41038-50-IXXS91063N	Sal Cap CTSA2 Yr3 A..	COST SHARING	838729	0.80%	0.80%	0.46%	0.80%	0.80%							
41038-141-CCNS91568F	CTSA2 Yr3 KL2-Admin	CHILDREN'S RES..	833881	4.60%	4.60%	2.67%	4.60%	4.60%							
41038-142-IXXS91081N	CS CTSA2 Yr3 KL2-A..	COST SHARING	833882	4.60%	4.60%	2.67%	4.60%	4.60%							
41482-1-CCLS91435F	Workforce Pipeline Pro..	HHS/HEALTH RE..	833883	4.60%	4.60%	2.67%	4.60%	4.60%	4.60%	4.60%	4.60%	0.00%			
41482-3-CCLS91535F	Workforce Pipeline Pro..	HHS/HEALTH RE..	833890									4.60%	4.60%	2.22%	2.22%
41482-50-IXXS91101N	Sal Cap: WF Pipeline ..	COST SHARING	833884	0.40%	0.40%	0.23%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.28%	0.28%
42344-56-IXXS91184N	CTSA 2.0 Sal Cap Yr4..	COST SHARING	834160						0.96%	1.23%	1.22%	1.22%	1.22%	1.22%	1.22%
42344-70-CCNS91725F	CTSA2 Y4 KL2-Admin	CHILDREN'S RES..	847253						4.52%	4.39%	4.39%	4.39%	4.39%	4.39%	4.39%
42344-71-IXXS91171N	CS CTSA2 Y4 KL2-Ad..	COST SHARING	847254						4.52%	4.39%	4.39%	4.39%	4.39%	4.39%	4.39%
Total Effort				100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Use the Effort Reporting Cycle filter to show specific months in the Bi-Weekly or Monthly report.

Bi-Weekly - 2019
None - None

How do I download data?

Effort Reporting Cycle:
Jan-May ▼
- ☐ (All)
- ☑ Jan-May
- ☐ Jun-Aug
- ☐ Sep-Dec

Cancel   Apply

Monthly - 2019
GXXXXXXXX - Doe, John

P-T-A	Award Short Name	Sponsor	Ban Index (+/-)	Jan	Feb	Mar	Apr	May
--	Non-Sponsored Activity		830065	85.00%	85.00%	91.30%	85.00%	85.00%
41038-50-IXXS91063N	Sal Cap CTSA2 Yr3 A..	COST SHARING	838729	0.80%	0.80%	0.46%	0.80%	0.80%
41038-141-CCNS91568F	CTSA2 Yr3 KL2-Admin	CHILDREN'S RES..	833881	4.60%	4.60%	2.67%	4.60%	4.60%
41038-142-IXXS91081N	CS CTSA2 Yr3 KL2-A..	COST SHARING	833882	4.60%	4.60%	2.67%	4.60%	4.60%
41482-1-CCLS91435F	Workforce Pipeline Pro..	HHS/HEALTH RE..	833883	4.60%	4.60%	2.67%	4.60%	4.60%
41482-50-IXXS91101N	Sal Cap: WF Pipeline ..	COST SHARING	833884	0.40%	0.40%	0.23%	0.40%	0.40%
Total Effort				100.00%	100.00%	100.00%	100.00%	100.00%

Hover over Ban Index and select + to display Position Title information (Image A). Hover over Position Title and select + to display Earn Code information (Image B). To collapse Position Title and/or Earn Code information, hover over Ban Index or Position Title and select – (Image C).

Image A	Image B	Image C

DATA DOWNLOAD

Data can be downloaded into a csv file by following the instructions here.

DATA DICTIONARY

If not familiar with terms used within the dashboard, please review the Data Dictionary page.