PI Dashboard User Guide
Release 4

Labor Effort Report

GW Business Intelligence
- turning GW data into actionable insight -
Labor Effort Report - Release 4

• Shows the percent of effort spent by an employee on a given award based on Banner HR Labor Distributions.
• Also includes the percent of effort spent on teaching and on other awards within the same pay period.
• Labor Distributions are broken down by PICT code, pay number, Banner Index and Position Number.
• Accessible through the PI Dashboard’s More Tools tab: http://research.gwu.edu/pi-dashboard-visualizations
If you are accessing the site remotely, click the link to sign into VPN first then return to the PI Dashboard.
Click the Interactive Visualizations link or image.
When a new window opens, sign in with your GW NetID credentials. If you do not see a login prompt, connect to VPN and then reload the page.
To view Labor Effort report: click the “More Tools” tab, then click the check mark beside “Labor Effort”.

Click this tab to view other related reports.
Once you choose the Labor Effort button, another window will open and you will be asked to login using your NetID and password.
After logging in, you will be prompted to select a PI from the list (required). You have the option to pick from the Award Status (optional) box. Next, click “View Awards”.

![Image of the login page with options to select a PI and award status]

- **Please select Principal Investigator (required):**
  - Doe, John
  - Doe, Hartmut
  - Doering, Michael
  - Doherty, Steven
  - Dolling, David
  - Donaldson, Robert
  - Donnelly, Richard
  - Donnels, Linda
  - Dopkins, Stephen
  - Dor, Avi
  - Doroslovacki, Milos

- **Select Award Status (optional):**
  - ACTIVE
  - AT_RISK
  - CLOSED
  - ON_HOLD

- **Buttons:**
  - View Awards >>
  - Select all
  - Deselect all
Select the P/T/A that you would like to view the Labor Effort for. Note: This prompt is used to narrow down the list of employees paid from an award. Select Pay Calendar Year/s and the Month/s. Then, click “Next”.

Select P/T/A (required):

Select Pay Calendar Year/s (required):

Select Pay Calendar Month/s (optional):

Cancel  Next >
Select the Employee/s that you would like to see Labor Effort for. Tip: Depending on the number of Labor Distributions, the report may take a long time to run. Selecting less employees from the list and limiting the months will speed up the performance. Include Bonus Distributions is set to “Exclude” by default. Click “Finish”.

Click Refresh List if you have changed any of the search criteria from the previous screen.
Once you click the “Finish” button, the Labor Effort report will be generated. See example below.

To hide 0% distributions, click “Yes” and “Refresh”
Please visit online resources for additional help.

• Training materials:
  http://research.gwu.edu/pi-dashboard-training-materials

• FAQs:
  http://research.gwu.edu/pi-dashboard-help

• Data Dictionary for the Labor Effort report:
  https://gwu.collibra.com/term/8d99fe22-ab1a-422d-9738-d45ba6c83636#!=