

## **“OGADW Employee effort by period” Discoverer Workbook Instructions**

Select and open the “OGADW Employee effort by period” workbook (see screen shot 1)

The “Edit Parameter Values” dialog box will appear (see screen shot 2):

- Enter Employee ID number
- Enter start date of the effort period being reviewed in the “Beginning Date Earned”
- Enter end date of the effort period being reviewed in the “Ending Date Earned”
- Enter the pay date immediately following the ending date earned for the “Enter End Posting date” (using the ending date earned for this field will cause the report to exclude the last pay period as it does not post until the pay date for that period)
- Select “OK”

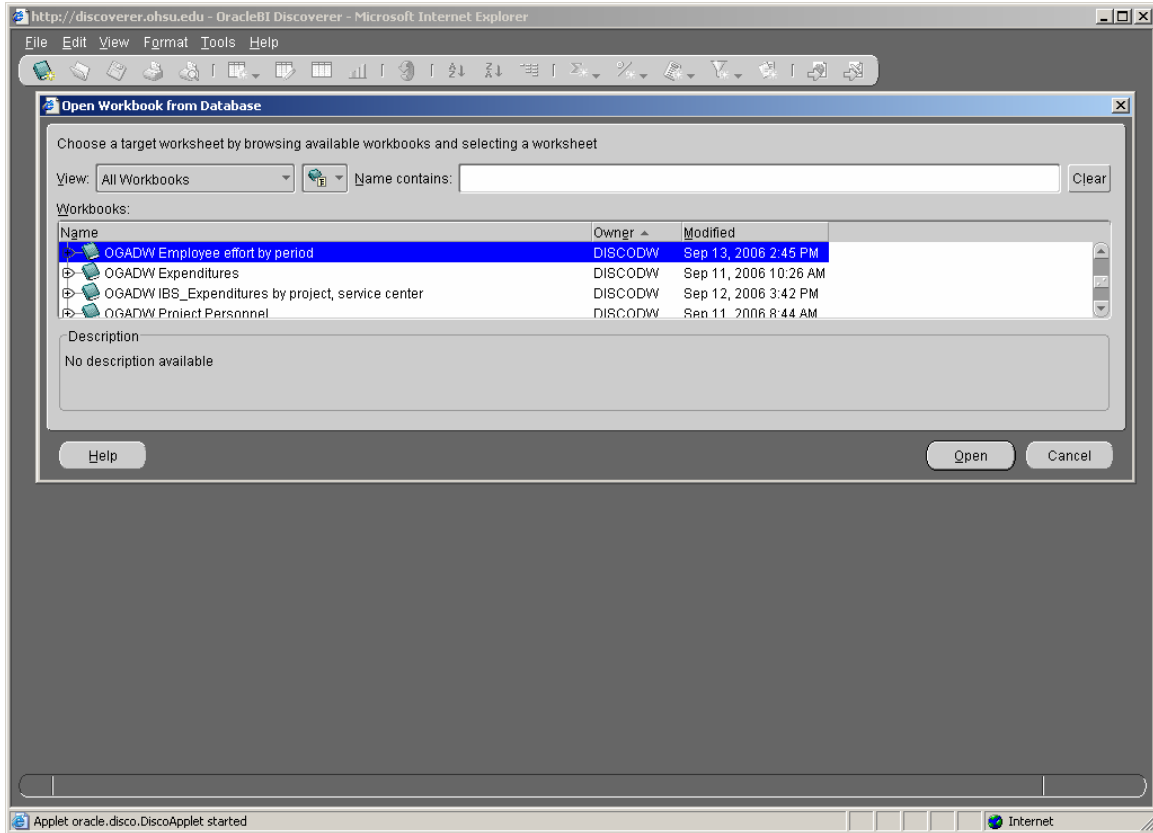
Once the query runs you will see two tabs, “Effort Only Elements” and “All Elements” (see screen shot 2). The “Effort Only Elements” tab includes only the information used in the calculation of the Effort Certification Statement (ECS) and can be used to verify distributions prior the generation of the ECS. The “All Elements” tab is useful as a reference to reconcile all pay elements to those that are used in the ECS calculation, there is a field, “Use in Effort Report” that indicates which elements are included and excluded.

Tips:

- Run this query after the end of the effort period before the ECS is generated to review and correct payroll distributions to facilitate the generation of an accurate ECS.
- You can only run this query for employees in the home org that you have been granted access to. If an employee had more than one home org during the effort period you will have to coordinate with the Department Effort Coordinator in the other org(s) to obtain the complete distribution information.
- This query can be run for shorter periods (i.e. months) to facilitate review of the information (remember to use the pay date following the “Ending Date Earned” for the “Enter End Posting date”). This can be helpful when an employee has been paid on grants that have started or ended during the effort period.

# “OGADW Employee effort by period” Discoverer Workbook Instructions

Screen shot 1



Screen shot 2

