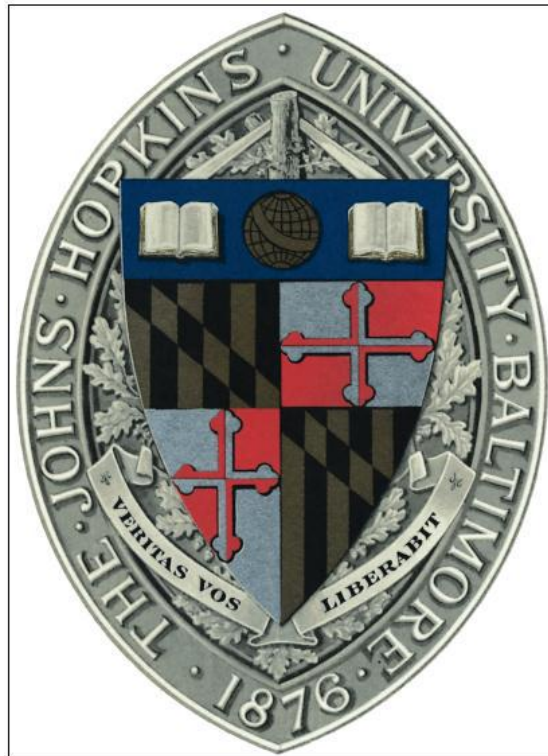


Johns Hopkins University

Effort Reporting Dashboard Documentation

11/22/2013



Effort Reporting Dashboard

The Effort Reporting Dashboard allows Divisional Business Offices, Administrators, and other staff in financial roles to track certified effort for closed effort periods from March 2007 to the present.

The reporting tool may be accessed from the University Finance Office's website by choosing *Dashboards* on the Launch Applications drop down list or users may go directly to the website at: metrics.finance.jhu.edu

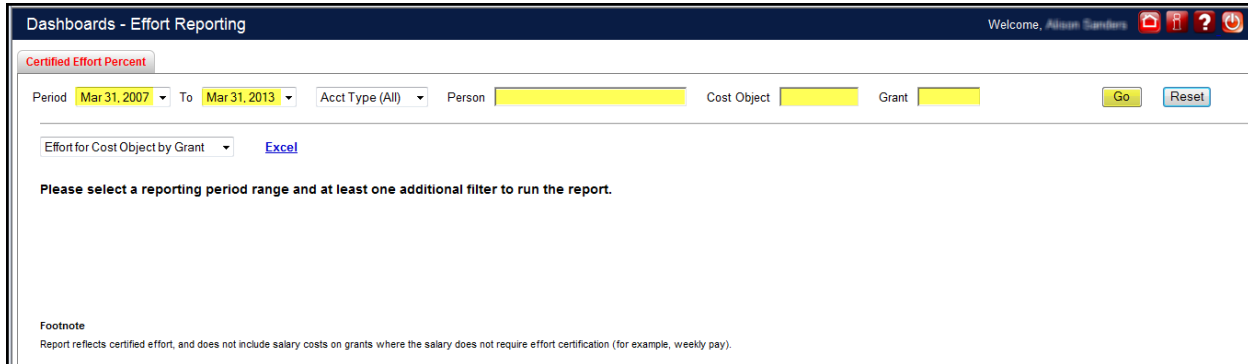


Use your JHED ID and password to log in. From the Dashboard welcome screen, select *Effort Reporting Dashboards*.

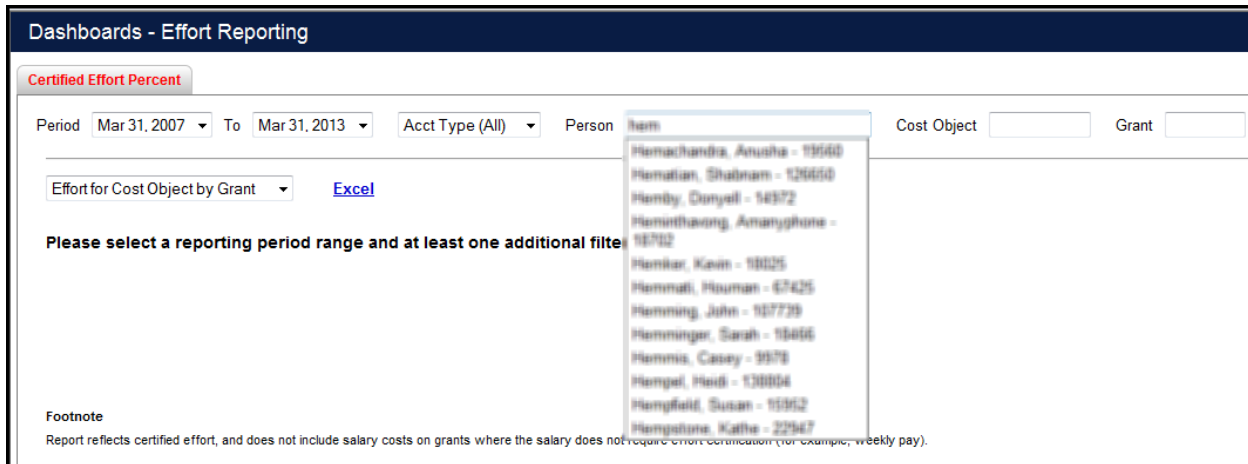


Reports

To begin, select a reporting period range and at least one of the following: *Person*, *Cost Object*, or *Grant number*. Select *Go* on the right side of the screen. Selections can be refined by *Account Type(sponsored/non-sponsored)*, *Person*, *Cost Object*, or *Grant number*.



To query by person, begin typing the person's name in the *Person* text box and a drop down list of available names will be activated. Select the user name and select the *Go* button to return the default data table, *Effort for Cost Object by Grant*.



In this example, a senior staff or faculty member was selected for the period March 31, 2012 to March 31, 2013. Senior staff or faculty members are only required to certify their effort semi-annually. Semi-monthly, non-faculty and non-senior staff providing sponsored support must certify their effort quarterly. Selecting an employee required to certify quarterly would produce a table showing four quarters for the period selected rather than the two semi-annual periods shown below. Drill down by Grant is available in the *Effort for Cost Object by Grant* report view.

Dashboards - Effort Reporting

Certified Effort Percent

Period: Mar 31, 2012 To: Mar 31, 2013 Acct Type (All) Person: [Redacted] Cost Object: [Redacted] Grant: [Redacted]

Effort for Cost Object by Grant [Excel](#)

Certified Effort Percentages as of Dec 04, 2013

Grant	Grant Name	Person	Cost Object	Cost Object Name	Period of Jun 30, 2012	Period of Dec 31, 2012
101723	Stress-Coupled G	[Redacted]	90031252	Stress-Coupled Grain Boundary	8.0 %	9.0 %
103143	Micro-Scale Expe	[Redacted]	90033635	Micro-Scale Experiments for Ch	5.0 %	8.0 %
103735	Materials World	[Redacted]	90034525	Materials World Network	2.0 %	0.0 %
108935	Architectural &	[Redacted]	90043423	10095085	9.0 %	17.0 %
109084	Characterization	[Redacted]	90043618	Characterization of Tbc Bond C	1.0 %	
109925	Materials World	[Redacted]	90045492	Materials World Network: Colla	4.0 %	4.0 %
110241	A Revolutionary	[Redacted]	90046053	11042700	6.0 %	4.0 %
112327	A Collaborative	[Redacted]	90052144	Clin 1 - [Redacted]		17.0 %
113299	Center of Excell	[Redacted]	90052287	Ceimm		3.0 %
907627	Dynamic Behavior	[Redacted]	90025389	Dfdm Camcs II	1.0 %	
		[Redacted]	90047613	Dft and Tem	4.0 %	2.0 %
	Non-Sponsored	[Redacted]	1201810002	Mech Engr/Faculty	60.0 %	36.0 %

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Selecting a Grant Number will open a new window with a quarterly breakdown of certified effort for that Grant. In this example, there are three people certifying effort on this grant, one senior staff or faculty member and two semi-monthly employees.

[Excel](#)

Certified Effort Percentages (Totalled by Grant) as of Dec 04, 2013

Grant	Grant Name	Person	Period of Mar 31, 2012	Period of Jun 30, 2012	Period of Sep 30, 2012	Period of Dec 31, 2012	Period of Mar 31, 2013
101723	Stress-Coupled G	[Redacted]		8.0 %		9.0 %	
		[Redacted]		100.0 %	67.0 %	17.0 %	9.0 %
		[Redacted]	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Selecting a cost object will return all employees with certified effort for that cost object. Drill down by grant is available in this report view.

Dashboards - Effort Reporting

Certified Effort Percent

Period: Mar 31, 2012 To: Mar 31, 2013 Acct Type (All) Person: Cost Object: 90025389 Grant:

Effort for Cost Object by Grant [Excel](#)

Certified Effort Percentages as of Dec 17, 2013

Grant	Grant Name	Person	Cost Object	Cost Object Name	Period of Mar 31, 2012	Period of Jun 30, 2012	Period of Sep 30, 2012	Period of Dec 31, 2012	Period of Mar 31, 2013
907627	Dynamic Behavior		90025389	Dfdm Camcs II	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %
			90025389	Dfdm Camcs II	25.0 %	25.0 %			
			90025389	Dfdm Camcs II		1.0 %			
			90025389	Dfdm Camcs II		67.0 %	21.0 %		
			90025389	Dfdm Camcs II	50.0 %	50.0 %	5.0 %		
			90025389	Dfdm Camcs II		4.0 %			

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Changing the view selection will update the current table with the selections already chosen. Drill down by grant is available in this view.

Dashboards - Effort Reporting

Certified Effort Percent

Period: Mar 31, 2012 To: Mar 31, 2013 Acct Type (All) Person: Cost Object: 90025389 Grant:

Effort for Cost Object by Person [Excel](#)

Certified Effort Percentages as of Dec 17, 2013

Person	Grant	Grant Name	Cost Object	Cost Object Name	Period of Mar 31, 2012	Period of Jun 30, 2012	Period of Sep 30, 2012	Period of Dec 31, 2012	Period of Mar 31, 2013
	907627	Dynamic Behavior	90025389	Dfdm Camcs II	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %
	907627	Dynamic Behavior	90025389	Dfdm Camcs II	25.0 %	25.0 %			
	907627	Dynamic Behavior	90025389	Dfdm Camcs II		1.0 %			
	907627	Dynamic Behavior	90025389	Dfdm Camcs II		67.0 %	21.0 %		
	907627	Dynamic Behavior	90025389	Dfdm Camcs II	50.0 %	50.0 %	5.0 %		
	907627	Dynamic Behavior	90025389	Dfdm Camcs II		4.0 %			

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Four views are available for data presentation:

1. Effort for Cost Object by Grant (default view)
2. Effort for Cost Object by Person
3. Effort for Grant by Grant
4. Effort for Grant by Person

Dashboards - Effort Reporting

Certified Effort Percent

Period: Mar 31, 2007 To: Mar 31, 2007

Effort for Cost Object by Grant
 Effort for Cost Object by Person
 Effort for Grant by Grant
 Effort for Grant by Person

Effort for Cost Object by Person:

This report shows effort for cost object by person. If a person is selected, all grants they've certified effort for will show in the report. Drill down is available by grant number in this report view.

Dashboards - Effort Reporting

Certified Effort Percent

Period To Acct Type (All) Person Cost Object

Effort for Cost Object by Person [Excel](#)

Certified Effort Percentages as of Dec 04, 2013

Person	Grant	Grant Name	Cost Object	Cost Object Name	Period of Jun 30, 2012	Period of Dec 31, 2012
<input type="text"/>	101723	Stress-Coupled G	90031252	Stress-Coupled Grain Boundary	8.0 %	9.0 %
	103143	Micro-Scale Expe	90033635	Micro-Scale Experiments for Ch	5.0 %	8.0 %
	103735	Materials World	90034525	Materials World Network	2.0 %	0.0 %
	108935	Architectural &	90043423	10095085	9.0 %	17.0 %
	109084	Characterization	90043618	Characterization of Tbc Bond C	1.0 %	
	109925	Materials World	90045492	Materials World Network: Colla	4.0 %	4.0 %
	110241	A Revolutionary	90046053	11042700	6.0 %	4.0 %
	112327	A Collaborative	90052144	Clin 1 - Hemker		17.0 %
	113299	Center of Excell	90052287	Ceimm - Hemker		3.0 %
	907627	Dynamic Behavior	90025389	Dfdm Camcs II	1.0 %	
			90047613	Dft and Tem	4.0 %	2.0 %
	Non-Sponsored		1201810002	Mech Engr/Faculty	60.0 %	36.0 %

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Selecting a cost object value for this view will return all employees with effort certified for the cost object selected. When searching by cost object, you may enter sponsored programs, funded programs or cost centers.

Dashboards - Effort Reporting

Certified Effort Percent

Period To Acct Type (All) Person Cost Object Grant

Effort for Cost Object by Grant [Excel](#)

Certified Effort Percentages as of Dec 13, 2013

Grant	Grant Name	Person	Cost Object	Cost Object Name	Period of Mar 31, 2012	Period of Jun 30, 2012	Period of Sep 30, 2012	Period of Dec 31, 2012	Period of Mar 31, 2013
101723	Stress-Coupled G	<input type="text"/>	90031252	Stress-Coupled Grain Boundary		8.0 %		9.0 %	
			90031252	Stress-Coupled Grain Boundary		100.0 %	67.0 %	17.0 %	9.0 %
			90031252	Stress-Coupled Grain Boundary		100.0 %	100.0 %	100.0 %	100.0 %

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Effort for Grant by Grant:

The effort for grant by grant view shows totals by grant. Selecting a person will return all grants they have certified effort for within the selected period. Please note all certified effort across multiple sponsored programs within a grant is totaled for each person included in this report view.

Dashboards - Effort Reporting

Certified Effort Percent

Period To Acct Type (All) Person Cost Object

Effort for Grant by Grant [Excel](#)

Certified Effort Percentages (Totaled by Grant) as of Dec 04, 2013

Grant	Grant Name	Person	Period of Jun 30, 2012	Period of Dec 31, 2012
101723	Stress-Coupled G		8.0 %	9.0 %
103143	Micro-Scale Expe		5.0 %	8.0 %
103735	Materials World		2.0 %	0.0 %
108935	Architectural &		9.0 %	17.0 %
109084	Characterization		1.0 %	
109925	Materials World		4.0 %	4.0 %
110241	A Revolutionary		6.0 %	4.0 %
112327	A Collaborative			17.0 %
113299	Center of Excell			3.0 %
907627	Dynamic Behavior		5.0 %	2.0 %
	Non-Sponsored		60.0 %	36.0 %

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Selecting a grant number will return totals for the grant selected for each person who has certified effort.

Dashboards - Effort Reporting Welcome.

Certified Effort Percent

Period To Acct Type (All) Person Cost Object Grant 101723 - Stress-Coupled Grain Bounda

Effort for Grant by Grant [Excel](#)

Certified Effort Percentages (Totaled by Grant) as of Dec 13, 2013

Grant	Grant Name	Person	Period of Mar 31, 2012	Period of Jun 30, 2012	Period of Sep 30, 2012	Period of Dec 31, 2012	Period of Mar 31, 2013
101723	Stress-Coupled G			8.0 %		9.0 %	
				100.0 %	67.0 %	17.0 %	9.0 %
			100.0 %	100.0 %	100.0 %	100.0 %	100.0 %

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Effort for Grant by Person:

If a person is selected, all applicable grants will be included in this report. No drill down is available in this report.

Dashboards - Effort Reporting

Certified Effort Percent

Period To Acct Type (All) Person Cost Object

Effort for Grant by Person [Excel](#)

Certified Effort Percentages (Totaled by Grant) as of Dec 04, 2013

Person	Grant	Grant Name	Period of Jun 30, 2012	Period of Dec 31, 2012
[Person Name]	101723	Stress-Coupled G	8.0 %	9.0 %
	103143	Micro-Scale Expe	5.0 %	8.0 %
	103735	Materials World	2.0 %	0.0 %
	108935	Architectural &	9.0 %	17.0 %
	109084	Characterization	1.0 %	
	109925	Materials World	4.0 %	4.0 %
	110241	A Revolutionary	6.0 %	4.0 %
	112327	A Collaborative		17.0 %
	113299	Center of Excell		3.0 %
	907627	Dynamic Behavior	5.0 %	2.0 %
	Non-Sponsored		60.0 %	36.0 %

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Selecting only a period and grant number returns all employees with certified effort for the grant selected.

Dashboards - Effort Reporting Welcome, AI

Certified Effort Percent

Period To Acct Type (All) Person Cost Object Grant 101723 - Stress-Coupled Grain Bounda

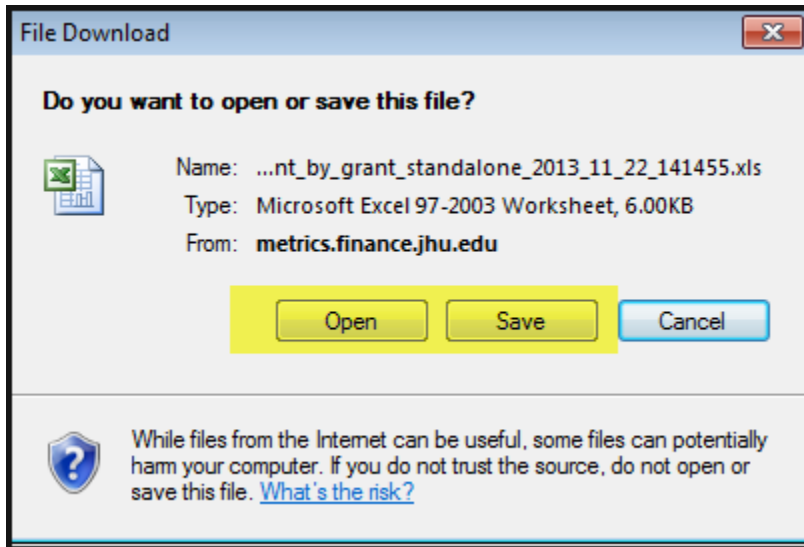
Effort for Grant by Person [Excel](#)

Certified Effort Percentages (Totaled by Grant) as of Dec 13, 2013

Person	Grant	Grant Name	Period of Mar 31, 2012	Period of Jun 30, 2012	Period of Sep 30, 2012	Period of Dec 31, 2012	Period of Mar 31, 2013
[Person Name]	101723	Stress-Coupled G		8.0 %		9.0 %	
[Person Name]	101723	Stress-Coupled G		100.0 %	67.0 %	17.0 %	9.0 %
[Person Name]	101723	Stress-Coupled G	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %

Footnote
Report reflects certified effort, and does not include salary costs on grants where the salary does not require effort certification (for example, weekly pay).

Selecting the Excel link from any of the available views will output the current report to Excel.



Excel output is formatted like the example below.

Filtered By: Periods of Mar 31, 2012 To Mar 31, 2013 Acct Type: All Grant: 101723							
Certified Effort Percentages (Totalled by Grant) as of Nov 22, 2013							
Grant	Grant Name	Person	Period of Mar 31, 2012	Period of Jun 30, 2012	Period of Sep 30, 2012	Period of Dec 31, 2012	Period of Mar 31, 2013
101723	Stress-Coupled G	[Redacted]		8.0 %		9.0 %	
		[Redacted]		100.0 %	67.0 %	17.0 %	9.0 %
		[Redacted]	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %

Please send any feedback regarding this application to FQCHelp@jhu.edu. All feedback is encouraged and appreciated.

If you have suggestions or specific enhancement requests regarding the Effort Reporting Dashboard, please send them to FRAAHelp@jhu.edu.

