



Dashboard: Effort Salary Cap Report Job Aid

What is the Effort Salary Cap Report dashboard?

The Effort Salary Cap Report provides salary distribution details for employees paid from sponsored projects and indicates if there is a sponsor-imposed salary cap for an award. This report also provides the amount of the salary cap and a calculation of the maximum amount of salary the employee could charge per effort reporting period to avoid exceeding the salary cap.

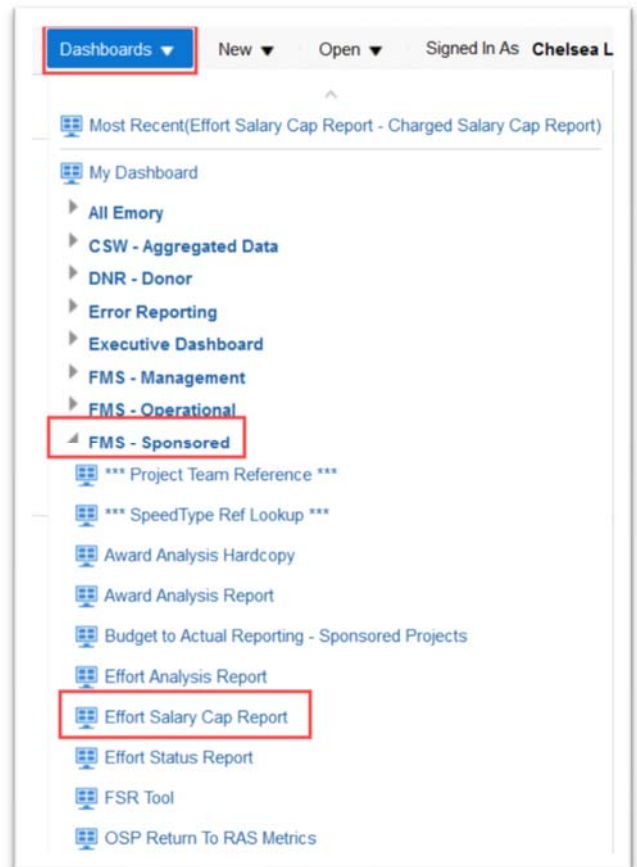
IMPORTANT NOTE: This report will only display data if you have **Labor Security Access** to the prompted values. If you do not have access to the prompted values you will receive an error message. Labor Security Access is not granted by EBI. See the [How do I Submit a Request for Labor Data Access?](#) job aid for additional information.

When should I use the Effort Salary Cap Report dashboard?

This report should be used to determine if a salary cap exists on an award and, if so, the amount of salary an employee can charge to the award per effort reporting period.

Where do I find this report in EBI?

1. Log in to EBI: <https://dwbi.emory.edu/analytics>
2. Click on the Dashboards Menu in the upper right corner
3. In the FMS – Sponsored folder, click the Effort Salary Cap Report link.

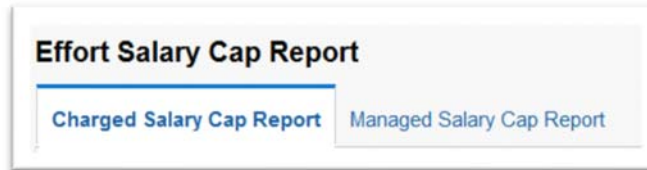




Effort Salary Cap Report

Understanding the Dashboard Pages

The dashboard is divided into two pages (or tabs): **Charged Salary Cap Report** and **Managed Salary Cap Report**. The default page for the dashboard is the Charged Salary Cap Report.



- The **Charged Salary Cap Report** page will provide salary distribution information for only the portion of salary charged to the prompt values selected, such as Operating Unit, Department, Award, or Project. Data will display by the Chartfields that the user has Labor Security access to.
- The **Managed Salary Cap Report** page shows an employee's salary distribution across all Chartfields. The user will need Labor Security access to that specific employee's HR department to see all details.

Please note that the Effort Salary Cap Report may run more slowly than other reports in EBI. This is due to the Labor Security Access roles assigned to each individual user.

Understanding the Date Range Prompts

You are not required to enter dates in the Report Begin Date or Report End date prompts to run the report. The report will run based on your Chartfield or employee prompt selections and will default to display complete effort reporting periods within 12 months trailing from the current date.

You can override the default time range by entering a Report Begin Date AND Report End Date.

TIP: Reporting begin and end dates will return effort based on reporting periods whose begin and end dates fall within the date range selected.



Effort Salary Cap Report

Charged Salary Cap Report Page

Selecting Prompts:

1. Enter a date range if you need to override the default.
2. Select an Employee as needed, or choose All Column Values and select values for Charged Operating Unit, Charted Department, Charged Award, or Charged Project as necessary.
3. Click Apply.

TIP: Remember, a required prompt is indicated by an *. The only required prompt on this page is the Employee prompt. '(All Column Values)' is a valid prompt selection even for required prompts.

The screenshot shows a web form titled "EMORY UNIVERSITY Charged Salary Cap Report". It contains the following fields and controls:

- Report Begin Date:** A text input field with a calendar icon and a ">=" operator.
- Report End Date:** A text input field with a calendar icon and a "<=" operator.
- Charged Operating Unit:** A dropdown menu with "(All Column Values)" selected.
- Charged Department:** A dropdown menu with "831000- ECAS: Biology" selected.
- Charged Award:** A dropdown menu with "(All Column Values)" selected.
- Charged Project:** A dropdown menu with "(All Column Values)" selected.
- * Employee:** A dropdown menu with "(All Column Values)" selected. The asterisk indicates this is a required field.
- Buttons:** "Apply" and "Reset" buttons are located at the bottom right.



Effort Salary Cap Report

View Options:

Once the report has run and results display, there are two view options available in the View Selector. **The Sponsor Salary Cap**, which is the sponsor’s current salary cap, and the **Award Salary Cap**, which is the salary cap that was in place at the time of award.

- Sponsor Salary Cap** – this is the default view. It shows salary distribution details by Employee ID and includes columns for Sponsor Salary Cap Amount and Sponsor Capped Maximum Pay Amount. The Sponsor Salary Cap displayed is the sponsor’s **CURRENT** salary cap, however, the Sponsor Capped Maximum Pay Amount is calculated by including any changes to the sponsor’s cap that occurred during the effort period.

Emory University Salary Cap Report
 Date Range: Default - 12 month period ending 04/07/2020, User Entered - @[BEGINDATE] - @[ENDDATE]
 Date run: 4/7/2020

The column labeled **Sponsor Salary Cap** is populated with the **current** salary cap by sponsor.

Select View: Sponsor Salary Cap
 Sponsor Salary Cap
 Award Salary Cap

Employee ID	Employee Name	Reporting Period Begin Date	Reporting Period End Date	Award	Award Desc	Project	Project Description	Charged Department	Charged Department Description	Fund Code	Primary Sponsor ID	Primary Sponsor Name	Sponsor Name	Salary Cap Indicator	Sponsor Salary Cap Amount (\$)	Committed Effort (%)	Certified Effort (%)	Sponsor Capped Maximum Pay Amount	HR Payroll Amount (\$)	HR Payroll Variance from Sponsor Cap (Above)/Below (\$)
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See below example for how the Sponsor Capped Maximum Pay amount is calculated:

Effort period 9/1/2019 through 2/29/2020
 September, October, November, December 2019 salary cap = 192,300
 January, February 2020 salary cap = 197,300

$$192,300/2 \text{ effort periods per year} = 96,150/6 \text{ months in an effort period} = 16,025 * 4 \text{ months at this cap} = 64,100 * \text{Certified effort\% (as a decimal)} \text{ (10\% Certified effort} = 6410)$$

$$+$$

$$197,300/2 \text{ effort periods per year} = 98,650/6 \text{ months in an effort period} = 16,441.67 * 2 \text{ months at this cap} = 32,883.33 * \text{Certified effort\% (as a decimal)} \text{ (10\% Certified effort} = 3288.33)$$

$$=$$

Sponsor Capped Maximum Pay Amount (at 10% Certified Effort): 9698.33

The **Salary Cap Indicator** column will indicate that an award is subject to a sponsor-imposed salary cap. The **Sponsor Salary Cap Amount (\$)** column provides the amount of the **CURRENT** salary cap imposed by the sponsor.

NOTE: If the Indicator is “Y” and the Salary Cap Amount is not present, please refer to the award terms and conditions for that amount.

The **HR Payroll Variance from Sponsor Cap (Above)/Below (\$)** column displays the variance between the **Sponsor Capped Maximum Pay Amount (\$)** and the **HR Payroll Amount (\$)**. If the variance is above the salary cap for the award, it will be displayed in (parentheses).



Effort Salary Cap Report

- 2. **Award Salary Cap** – this secondary view shows salary distribution details by Employee ID and includes columns for **Award Salary Cap Amount (\$)** and **Award Capped Maximum Pay Amount (\$)**. The **Award Salary Cap Amount** is the salary cap that was in place at the time of the award.

Emory University Salary Cap Report
 Date Range: Default - 12 month period ending 04/07/2020, User Entered - @{BEGINDATE} - @{ENDDATE}
 Date run: 4/7/2020

The column labeled **Sponsor Salary Cap** is populated with the **current** salary cap by sponsor.

Select View: Award Salary Cap
 Sponsor Salary Cap
 Award Salary Cap

Employee ID	Employee Name	Reporting Period Begin Date	Reporting Period End Date	Award	Award Desc	Project	Project Description	Charged Department	Charged Department Description	Fund Code	Primary Sponsor ID	Primary Sponsor Name	Sponsor Name	Salary Cap Indicator	Award Salary Cap Amount (\$)	Committed Effort (%)	Certified Effort (%)	Award Capped Maximum Pay Amount (\$)	HR Payroll Amount (\$)	HR Payroll Variance from Award Cap (Above)/Below (\$)
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The **Salary Cap Indicator** column will indicate that an award is subject to a sponsor-imposed salary cap. The **Award Salary Cap Amount (\$)** column provides the amount of the salary cap imposed by the sponsor at the time of award.

NOTE: If the Indicator is “Y” and the Award Salary Cap Amount is not present, please refer to the award terms and conditions for that amount.

The **HR Payroll Variance from Award Cap (Above)/Below (\$)** column displays the variance between the **Award Capped Maximum Pay Amount (\$)** and the **HR Payroll Amount (\$)**. If the variance is above the salary cap for the award, it will be displayed in (parentheses).



Effort Salary Cap Report

Managed Salary Cap Report Page

Selecting Prompts:

1. Enter a date range if you need to override the default.
2. Select an Employee as needed, or choose All Column Values and select values for the HR Department.
3. Click Apply.

TIP: You can select more than one Employee at a time to run a single report.

The screenshot shows a web form titled "EMORY UNIVERSITY Managed Salary Cap". It contains the following fields and controls:

- Report Begin Date:** A date input field with a calendar icon and a greater-than-or-equal-to (>=) symbol.
- Report End Date:** A date input field with a calendar icon and a less-than-or-equal-to (<=) symbol.
- HR Department:** A dropdown menu currently showing "(All Column Values)".
- * Employee:** A dropdown menu currently showing "1490107- Long,Chelsea".
- Buttons:** "Apply" and "Reset" buttons with a dropdown arrow.

View Options:

Once the report has run and results display, there are two view options available in the View Selector: **Sponsor Salary Cap** and **Award Salary Cap**.

These are the same views available on the Charged Salary Cap Report page, but will display 100% of the prompted employee's effort across all awards. Please refer to the previous section for details about these views.

More Information:

For assistance with Labor Security Access, contact the Cost Studies team via the [Finance Support Center](#). Choose **Cost Studies - Labor** as your ticket category.

For questions about or issues with the Effort Salary Cap Report, please contact the Analytics & Reporting team via the [Finance Support Center](#). Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.