

Who Has Automatically Assigned Access to the Dashboards (Roles)		
Finance Dashboard	Faculty Funds and Sponsored Projects Dashboard	
Finance Division Administrator/HCM Division Approver	Faculty Funds	Sponsored Projects
Cost Center Manager	Project Administrator	Principal Investigator
Others as Approved by Division Administrator	Project Manager	Project Manager
	Team Member	Award Participant
Purchasing and Payments Dashboard	My Teams/ Human Resources Dashboard	
Finance Division Administrator/HCM Division Approver	Finance Division Administrator/HCM Division Approver	
Cost Center Manager	HCM Initiator & HCM Student Initiator	
HCM Initiator	Line Manager (no Labor Distribution)	
CoA/POETAF Lookup Report		
All Employees		
Individuals that have access to ALL Dashboard(s):		
Deans and VPs, Assistant Deans, Department Chairs		

Where can I find...		
Finance Dashboard	Faculty Funds and Sponsored Projects Dashboard	
Budget to Actuals	Faculty Funds	Sponsored Projects
Fund Balance Report	Awards Overview	
Journal Detail	Budget to Actuals Detail	
Accounts Recievable	Expense Detail	
Other Information (Payroll Actual information)	Commitment Detail	
Labor Distribution Detail (Finance Area of Responsibility)	Invoice Detail	
	Labor Distribution Detail (FF/SP Area of Responsibility)	
	Labor Encumbrance Detail (FF/SP Area of Responsibility)	
Purchasing and Payments Dashboard	My Teams/ Human Resources Dashboard	
Purchasing and Payments	HR Transactions	
Requisitions and Purchase Orders	Employee Details	
Invoice and Payment Status/Details	Recruiting & Hiring	
Expense Details (Expense report status!)	Learning Course Completion	
	Employee Absences	
	Employee Hours	
	Student Worker Total Hours Check	
	Labor Distribution (HR area of responsibility)	
CoA/POETAF Lookup Report		
Chart of Account lookup (CoA) or Project, Organization, Expenditure Type, Task, Award, Funding Source Lookup (POETAF)		

What can I find on each of the Labor Distribution Dashboards?
My Teams: Shows labor distribution percentages for individuals in your HR area of responsibility only.
Finance: Shows labor distribution percentages for individuals in your area of responsibility. This includes people on your team that are charged to other organizations and people in other organizations charged to your funds. If you have AOR for students, you will see LD for all students, not just those in your organization or on your funds.
LD on FF/SP: Shows labor distribution percentages for individuals within your area of responsibility AND those with any percentage charged to any of your faculty funds/sponsored projects(s).
Labor Encumbrance tab on the SP/FF dashboard shows estimated salary amounts. Payroll Actuals (under the Other Information section in the Finance Dashboard) shows actual payroll dollar amounts paid out.

Request More Access through an HR/Finance Help Desk Service Request		
I need access to	so, I should reach out to	How should I reach out to them?
My Teams Dashboard	Human Resources	Create a Service Request using the "Access Permissions" category
FF/SP Dashboard	Research and Cost Accounting	Create a Service Request using the "Dashboard Access" category
Finance Dashboard	Controller's Office	
Purchasing & Payments Dashboard	Controller's Office	
Payroll Actuals	Controller's Office	
My Award	Research and Cost Accounting	If you already have FF/SP dashboard access, Create a service request using the "Research and Cost Accounting" category
Expense Module	Procure to Pay	Create a Service Request for Procure to Pay using the xpenses category
Labor Distribution	LD is available on 3 dashboards: FF/SP, Finance, My Teams.	Request access to the appropriate dashboard above.
Create a Purchase Requisition	Controller's Office	Create a SR using the "Access Permissions" category