[Payroll/Fellowship Cost Distribution by Cost Center and Person]

Log In
► Log in to myUFL at https://my.ufl.edu using your GatorLink username and password
► Navigate to Enterprise Reporting > Access Reporting
► A new browser window is launched and displays the University’s Acceptable Use policy
   ► If you are not familiar with the policies, please read them
   ► If you have read and agree with the statement, click the “Accept” button to continue

Navigation
Public Folder > Human Resources Information > Pay Information > Current Pay Cycle > Prompted Cost Distribution Reports > Payroll/Fellowship Cost Distribution by Cost Center and Person

Report
► Select a Report Type. This is a required field. You have two options:
   1. Payroll
   2. Fellowship – Scholarship
► Select the Pay End Date
► If applicable, select the Budget Reference
► Determine how you want to run this report. There are three options:
   1. Enter the individual’s UFID
   2. Use the drop down menu to select the College. The screen will refresh and display the Departments
      ► Select the Department(s). There are two options:
         A. You can select more than one by using the “Select all” option, or by using your mouse and the Ctrl button on your keyboard. Those selected will be highlighted
         B. Enter the Department Number
   3. Use the drop down menu to select the Project Department. The screen will refresh and display the Project Investigators associated with the Project
      ► Select the Project Investigator
      ► Select the Project(s). There are two options:
         A. You can select more than one by using the “Select all” option, or by using your mouse and the Ctrl button on your keyboard. Those selected will be highlighted
         B. Enter the Project Code
► Press the “Finish” button
► The report will run
► When the report is complete, the browser will display your report in an HTML format
► Use the toolbar options as needed
► For more information about the toolbar, see the Enterprise Reporting – Report Viewer Toolbar Instruction Guide

HELP
For further assistance, please contact the Help Desk at 392-HELP or helpdesk@ufl.edu