[Payroll/Fellowship Cost by Person Report]

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
► Human Resources Information > Pay Information > Current Pay Cycle > Prompted Cost Distribution Reports > Payroll/Fellowship Cost by Person

Report
► Select the Report Type (i.e., Payroll or Fellowship/Scholarship)
► Select the Pay End Date
► If applicable, select the Budget Reference
► You can run this report by a Person, College/Department, or Project
  ► If running by Person, enter his/her Employee ID (i.e., UFID)
  ► If running by College/Department, select the College and the Department, and enter the Department Number
  ► If running by Project, you may select the Project Department, Project Investigator, and related Project(s)
    OR enter the Project Code only
► Click the “Finish” button to run the report and view your results
► When the report is complete, the browser will display your report in 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