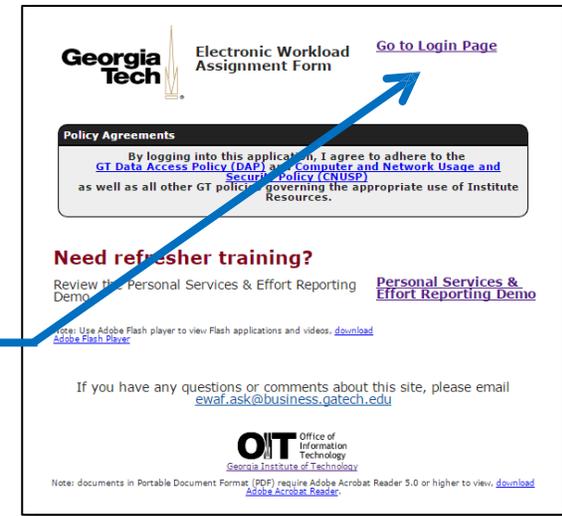


Workload Assignment Form eWAF

Follow these five steps to complete the monthly eWAF process during the first three weeks following the end of each month.

1. Visit techworks.gatech.edu.
2. Click the **Electronic Workload Assignment Form (eWAF)** button in your Techwork's Applications and Resources menu.
3. Read the policy agreements and click the **Go to Login Page** link when you are ready to continue.



RESULT: Your eWAF appears, showing your salary distribution for current, prior, and future months of the current fiscal year.

4. Review your sponsored project details and salary distribution for accuracy.

Notify your supervisor, department financial manager, or the eASR help desk as soon as possible if there are any necessary changes.

eASR Help Desk Email
easr.ask@office365.gatech.edu

5. After completing your review, click the **Print or Save in PDF Format** link to retain a print or electronic copy of the form for your records.

Please retain all your monthly eWAFs until your eASR is certified at the end of the fiscal year.

Workload Assignment Report Date/Time: 05/10/2017 11:37:21 AM Database: Production

Print Or Save In PDF Format Note: documents in Portable Document Format (PDF) require Adobe Acrobat Reader 5.0 or higher to view, [download Adobe Acrobat Reader](#)

Home Dept: 123 - Top Secret Department Work Department: 123 - Top Secret Department Fiscal Year: 2017
 Name: George P. Burdell Employee ID: 123456 Title: Research Scientist Month: April

Project	Sponsor	Project Title	Project Dates	
			Start	Term
119123	non-sponsored	Institute IT Support	07/01/13	06/30/18
119132	GTF	Intuitive Robotics Fdr Grant	07/01/16	06/30/18

Current Personal Services Distribution:

Project	Percent	Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
8261120	100.00	39,022.98	3251.91	3251.92	3251.91	3251.92	3251.91	3251.92	3251.91	3251.92	3251.91	3251.92	3251.91	3251.92
8261120	100.00	39,022.98	3251.92	3251.91	3251.92	3251.91	3251.92	3251.91	3251.92	3251.91	3251.92	3251.91	3251.92	3251.91
Total	100.00	78,045.96	6,503.83											

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If you have any questions or comments about this site, please email ewaf.ask@business.gatech.edu