

Graduating and Non-Student Employee Dashboard Reports

The screenshot shows the LITE dashboard interface. At the top, there is a search bar labeled "Search By Report Name.." with a magnifying glass icon. Below the search bar is a horizontal navigation menu with tabs: "ards", "Student", "Legacy HCM", "HCM", "Compliance", "Legacy FIN", "Financials", and "Space". The "Financials" tab is circled in red. Below the navigation menu, there are several report tiles. The central tile, titled "ASR (Effort Reports) for Off-bording Employees and Prior Year Cost Transfer", is also circled in red. To the left of this tile are three smaller tiles: "Ad-Hoc Salary Details", "Salary Expense & Encumbrance Details", and "Salary Accounting Expense Details". To the right of the central tile is a "Commitment" tile. Below the central tile, there is a text box containing the text: "ASR (Effort Reports) for Off-bording Employees and Prior Year Cost Transfer".

- The Graduating Student Employee dashboard report is now live!
- The Non-Student Employee dashboard report is also live.
- Both reports can be accessed in LITE (lite.gatech.edu)
- Click on the “Financials” tab in LITE and then click on the “ASR (Effort Reports) for Off-bording Employees and Prior Year Cost Transfer” tile.

Graduating and Non-Student Employee Dashboard Reports

Title Page | Graduating Employee | Non-Student Employee

GT Georgia Tech ASR (Effort Reports) for Off-boarding Employees and Prior Year Cost Transfers ?

Dashboard Summary

The ASR (Effort Reports) identifies graduating students and non-student employees who are terminating and have effort charged to sponsored funding sources. It generates ASR reports for the current fiscal year that include encumbrances and unsigned reports from previous years. The ASR reports are compatible with the Grants and Contracts DocuSign templates.

Graduating Employee

This report is used to identify student employees that are graduating to complete the required ASR prior to departing campus.

The report includes an "Exiting Student" flag that displays a warning icon (⚠) for any student that has applied to graduate in the current term and is not enrolled in a future term.

The dashboard can produce an ASR for each student that is compatible with DocuSign templates. The ASR includes future encumbrances which allows the report to be run prior to the final payroll. However, a term date must be entered in OneUSG, which appears in the report under the "Future Term Date" column.

Non-Student Employee

This report is used to identify employees requiring an ASR with a future term date to complete the required ASR prior to departing campus. Additionally, the report can be run by an individual employee ID to produce an ASR to markup and use as support for a prior year cost transfer.

The dashboard can produce an ASR for each employee that is compatible with DocuSign templates. The ASR includes future encumbrances which allows the report to be run prior to the final payroll. However, a term date must be entered in OneUSG, which appears in the report under the "Future Term Date" column.

- From the landing page, you can select either the “Graduating Employee or the “Non-Student Employee” report.
- Click on one of the blue boxes depending on what report you want to access.
- Dashboard Summary is there for informational purposes only and not clickable.
- A description of each report and what it does is provided.

“Graduating Employee” ASR Report

GT Georgia Tech Graduating Employee														
Filter Selection														
GT Fiscal Year 2025		Employee All			Employee Department 140 - Inst for People & Technology			Job Title All		Employee Paygroup Description All			Future Term Date (Y/N) All	
Exp/Enc All		Worktag Name & ID All			Award ID All		Graduation Application Request All		Enrolled In Future Term All		Exiting Student (Y/N) All			
Run Report														
Employee ID	Employee Department	Fiscal Year	Employee Full Name	Employee OTID	Employee Email	Employee Position Number	Employee Paygroup Description	Job Title	Supervisor Name	Graduation Application Request	Exiting Student Flag	Enrolled In Future Term	Future Term Date	Total Sponsored Charges
[REDACTED]	140 - Inst for People & Technology	2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student Assistants	Student Assistant	[REDACTED]	Spring 2025	⚠	No Future Term Enrollment	2025-05-11	[REDACTED]
[REDACTED]	140 - Inst for People & Technology	2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student Assistants	Student Assistant	[REDACTED]	Fall 2025		No Future Term Enrollment	No Term Date	[REDACTED]
[REDACTED]	140 - Inst for People & Technology	2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student Assistants	Student Assistant	[REDACTED]	Spring 2025	⚠	No Future Term Enrollment	2025-05-24	[REDACTED]
[REDACTED]	140 - Inst for People & Technology	2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student Assistants	Student Assistant	[REDACTED]	No Application Request		No Future Term Enrollment	2026-01-03	[REDACTED]
[REDACTED]	140 - Inst for People & Technology	2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student Assistants	Student Assistant	[REDACTED]	Spring 2025	⚠	No Future Term Enrollment	2025-05-24	[REDACTED]
[REDACTED]	140 - Inst for People & Technology	2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Spring 2025	⚠	No Future Term Enrollment	2025-05-15	[REDACTED]
[REDACTED]	140 - Inst for People & Technology	2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student Assistants	Student Assistant	[REDACTED]	No Application Request		No Future Term Enrollment	2026-01-03	[REDACTED]
[REDACTED]	140 - Inst for People & Technology	2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student Assistants	Student Assistant	[REDACTED]	Spring 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]

Review Title of report

Filters now at the top instead of on the side.

Must click here after selecting your filters for the results to display

New! Flag is set if there is a Graduation Application Request in the current term AND there is a Future Term Date

Clicking on a row will reveal a blue link you can click on to generate the employee's ASR

“Non-Student” ASR Report



Non-Student Employee

Filter Selection

GT Fiscal Year: 2025
Employee: All
Employee Department: 140 - Inst for People & Technology
Job Title: All
Employee Paygroup Description: All

Future Term Date (Y/N): All
Exp/Enc: All
Award ID: All
Worktag Name & ID: All

Run Report

Employee ID	Employee Department	Fiscal Year	Employee Paygroup Description	Employee Full Name	Employee GTID	Employee Email	Job Title	Employee Position Number	Supervisor Name	Future Term Date	Total Sponsored Charges
[Redacted]	140 - Inst for People & Technology	2025	12 Month Faculty	[Redacted]	[Redacted]	[Redacted]	Senior Research Associate	[Redacted]	[Redacted]	No Term Date	[Redacted]
[Redacted]	140 - Inst for People & Technology	2025	12 Month Faculty	[Redacted]	[Redacted]	[Redacted]	Research Scientist II	[Redacted]	[Redacted]	No Term Date	[Redacted]
[Redacted]	140 - Inst for People & Technology	2025	12 Month Faculty	[Redacted]	[Redacted]	[Redacted]	Senior Research Scientist	[Redacted]	[Redacted]	No Term Date	[Redacted]
[Redacted]	140 - Inst for People & Technology	2025	Salaried	[Redacted]	[Redacted]	[Redacted]	Dir-Research Administration	[Redacted]	[Redacted]	No Term Date	[Redacted]

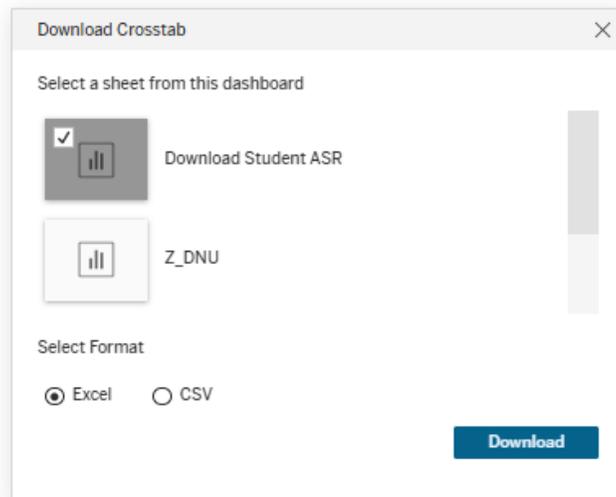
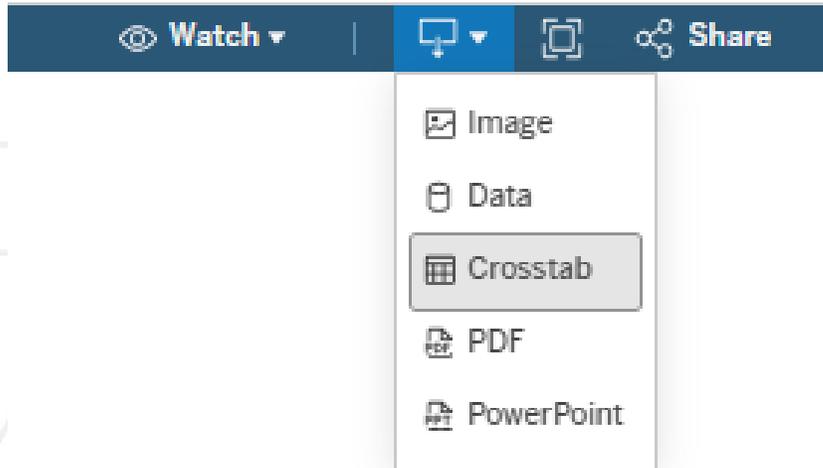
Review Title of report

Paygroup will exclude student positions such as GRA's or GTA's

No “Exiting Student” filter or flag because this report is for non-students only.

Clicking on a row will reveal a blue link you can click on to generate the employee’s ASR

Graduating Students and Non-Student Employee Dashboards



- Once you run the “Graduating Employee” ASR report, you can download it in either excel or CSV format by clicking on the square icon with the down arrow on the top right, then clicking on “Crosstab” and finally selecting “Download Student ASR” and clicking on “Download”.
- Same thing for “Non-Student Employee” report except under Crosstab, you would select “Download Employee ASR” and then click on “Download”.

Navigating - Graduating Employee ASR Report

- Once ASR is generated from the dashboard, you can download it and either print it out to obtain a wet signature from the student or route it through DocuSign (recommended).
- Please refer to last month Buzz where Barkley explained the process of routing the ASR documents through DocuSign if you need a refresher.
- Please direct any questions or feedback regarding the reports to our helpdesk – easr.ask@office365.gatech.edu
- We look forward to your feedback!