

Mass Export Function for “ASR for Off-boarding Employees and Prior Year Cost Transfer” report

- New mass export function rolled out for both Student & Non-Student ASR dashboards.
- Allows you to select multiple ASRs at once instead of having to select one at a time.
- Useful for when you need to download multiple ASRs at one time. For example:
 - You need to download all ASRs for students who will be graduating after summer or fall of 2025. In this case, you can select your department and then set the “Exiting Student” flag to “Y” in the filters section.
 - You need to download all ASRs for staff (non-students) who will be leaving the institute after summer or fall of 2025. In this case, you can select your department and then set the “Future Term Date” to “Y” in the filters section.
- Please send any feedback regarding any aspect of the new report (including the new functionality) to easr.ask@office365.gatech.edu



Filter Selection

GT Fiscal Year 2025	Employee All	Employee Department 129 - Georgia Tech Manufacturing ...	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) Y

Select Emp dept and
“Exiting Student” flag in
the filters section

Run Report

Export All 7 Employee ID's.
(Max output limited to 950. To avoid long wait times (over 30 minutes), limit batch requests to ~250)

Employee ID	Employee Department	Fiscal Year	Employee Full Name	Employee GTID	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]	129 - Georgia Tech Manufacturing Ins	2025	[REDACTED]	[REDACTED]	[REDACTED]	40027059	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
						40091814	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
[REDACTED]	129 - Georgia Tech Manufacturing Ins	2025	[REDACTED]	[REDACTED]	[REDACTED]	40082344	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
						40091816	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
[REDACTED]	129 - Georgia Tech Manufacturing Ins	2025	[REDACTED]	[REDACTED]	[REDACTED]	30024090	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
						40087426	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
[REDACTED]	129 - Georgia Tech Manufacturing Ins	2025	[REDACTED]	[REDACTED]	[REDACTED]	40091805	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
						40003408	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
[REDACTED]	129 - Georgia Tech Manufacturing Ins	2025	[REDACTED]	[REDACTED]	[REDACTED]	40091751	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
						40090757	Student Assistants	Student Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	No Term Date	[REDACTED]
[REDACTED]	129 - Georgia Tech Manufacturing Ins	2025	[REDACTED]	[REDACTED]	[REDACTED]	40082345	Graduate Assistants	Graduate Research Assistant	[REDACTED]	Summer 2025	⚠	No Future Term Enrollment	2025-08-14	[REDACTED]

- Click on “Export All 7 Employee IDs”.
- You will get an email from GT Data Services once files are ready to be downloaded.
- Once you click on the link from the email, you will be taken to a “PowerApps” site where you will be able to download all the ASRs
- Initially, the ASRs will be downloaded to SharePoint. You can download the ASRs to your work machine as needed.

Reports on eASR website to be phased out

- The “eASR Status Report” and “Manual ASR Export” functionality from the eASR website may be phased out in the near future.

electronic Annual Statement of Reasonableness (eASR)

<u>eASR Confirmation by Employee</u>
<u>eASR Certification by UFM</u>
<u>eASR Status Report</u>
<u>Manual ASR Form</u>

- The “eASR Status Report” will be replaced by the new “ASR Statistics” report now available on LITE.
- “Manual ASR Export” functionality is now replaced by the “ASR for Off-boarding Employees and Prior Year Cost Transfer” report on LITE.