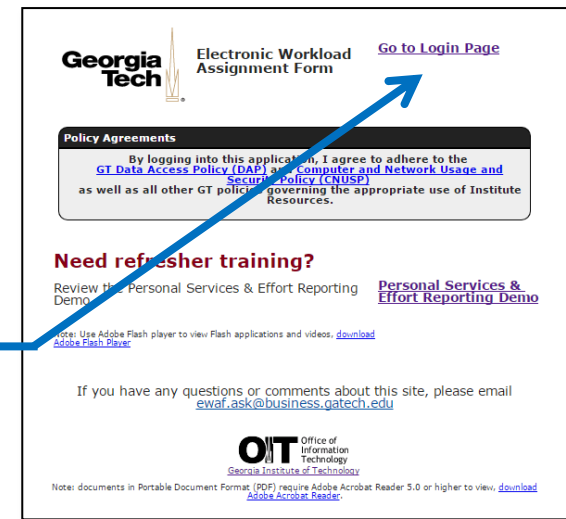
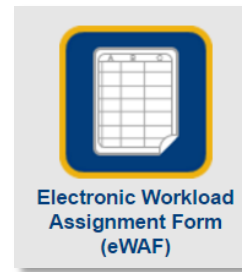


# Workload Assignment Form eWAF

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](http://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.

Notify your supervisor, department financial manager, or the SPD center as soon as possible if there are any necessary changes.

**SPD Contact Details**  
 (404) 385-0120  
 spd.ask@business.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.

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

**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
<b>Total</b>	<b>100.00</b>	<b>78,045.96</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>	<b>6,503.83</b>

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If you have any questions or comments about this site, please email [ewaf.ask@business.gatech.edu](mailto:ewaf.ask@business.gatech.edu)