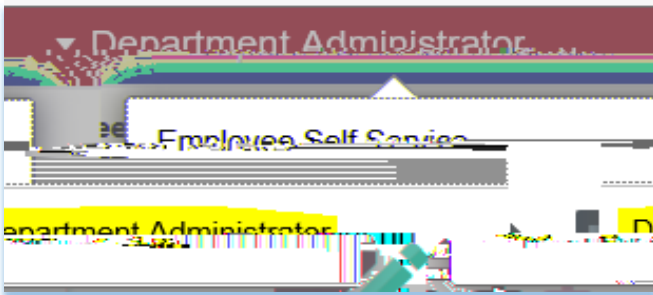


Procedure:

Login: myinfo.sfu.ca

Select: [Department Administrator](#) from drop down

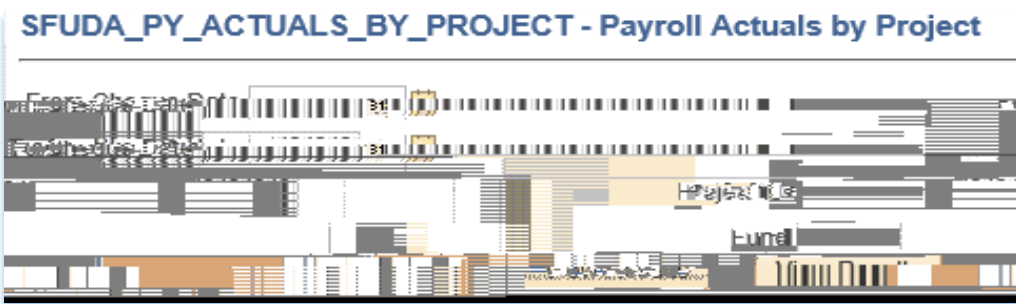


Go to: Department Assistants Queries

Select : Reports and Inquiries

Select : Department Assistants Queries

Select: SFUDA_PY_ACTUALS_BY_PROJECT Query(click Run to Excel)



Select: SFUDA_PY_ACTUALS_BY_EMPL_BY_PP Query(click Run to Excel)



