My Investigator

My Investigator is a tool for staff to see all project information including budgets, balances, commitments, expenses, and summary of project. This tool has information on externally funded projects, overhead, residuals, and royalties. This can be accessed through PeopleSoft > Main Menu > myinvestiGator.

**Individual search** - place project number into search bar. To look at all of your projects/subprojects past and present can enter PI Name.

**Create List for your current projects**

Place PI Name in search bar, hit search. Scroll along bottom to right.

Once list comes up select (checkmark) only those that are active using the budget end dates in list. Select Add to my List(s).

Select Create New & name your list. Each time you open myinvestiGator you will hit My List(s) which will bring up the items you specified. If a new award is released you will need to add this to your list.
**Customizing Summary View**

Select Show/Hide Columns and then check what you would like to see, this will become your default view.

![Customizing Summary View Image](image)

**Showing Details of Each Project**

Select on the individual project from summary page above. Gives all the detail, including health of project. Hoover over to get symbol meaning.

To drill down further to see details you can select on a number to see the PS entries that make up this amount. If selecting from committed project this will show you name of employee, percentage and amount.

![Showing Details of Each Project Image](image)
Details shown that **can be exported to excel**. Have the option to show/hide columns.

![Excel Export Screenshot](image1.png)

**Projections**

Any projections or budget adjustments changed in myinvestiGator does not feed into PeopleSoft. This is only for projection type scenarios. These entries will show with a flag beside them so that you will know this was an adjustment. At any time you can select the restore source which will take it back to what PS shows.

![Projection Screenshot](image2.png)

Payroll Projections – Will allow you to search by the person’s name, put dates and effort. Fringe and salary will calculate for you. This will now show up as a projection and deduct from balance on screen.

![Payroll Projection Screenshot](image3.png)