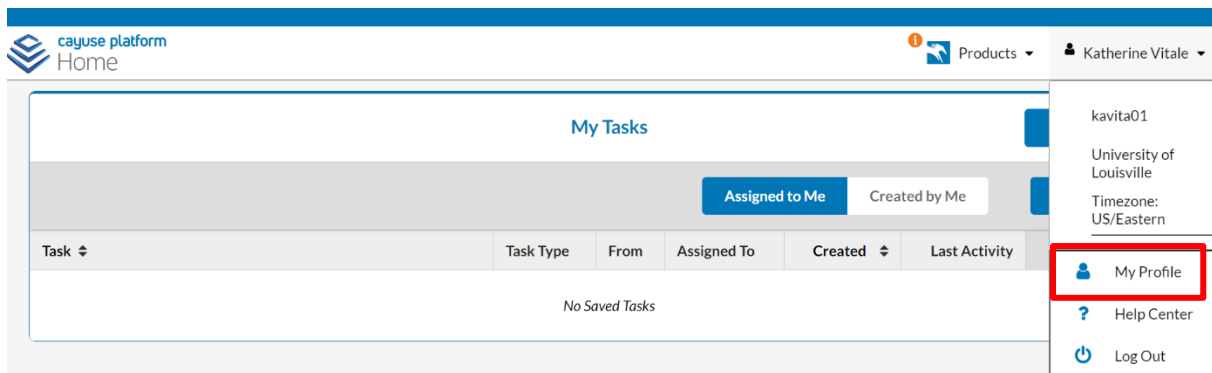


Cayuse Profile Data for UofL Employees

Cayuse is an electronic research administration (eRA) portal used by UofL to support the research enterprise. Each employee user has a Cayuse Profile (aka 'My Profile'). Most Cayuse Profile data for employees is maintained and provided by UofL's HR system, Workday. This data is generally not editable within Cayuse as Workday is considered the system of record for the university. This document provides information on the Cayuse Profile data and guidance on how to make changes.

[Log in to Cayuse](#) with your UofL single sign-on credentials. When logging in for the first time, review your Cayuse Profile data for accuracy. Navigate to your profile by clicking on your name in the top right corner, then click My Profile from the dropdown menu.



Be sure to review each section of your Cayuse Profile by selecting the Profile sections on the left-hand side of the screen: Profile, Contact Info, Internal Associations, External Associations, User Account & Roles, Training & Certifications, and Documents.

- Profile
- Contact Info
- Internal Associations
- External Associations
- User Account & Roles
- Training & Certifications
- Documents

The Cayuse Profile sections and fields summarized in the table below are pre-populated with personnel data from UofL's Workday HR system or data managed by Cayuse System Administrators. Updates made to this data in Workday will push to Cayuse via a nightly feed. The table below outlines data that must be updated in Workday and the limited data elements that can be updated directly by users in Cayuse.

Cayuse Section	Cayuse Section Categories	Fields Pre-Populated with Institutional Data	Fields Editable by User in Cayuse	Fields UofL Will Not Use	Comments
Profile	Profile	-First Name -Middle Name (if applicable) -Last Name -Employee ID		-Prefix -Suffix -Preferred Name	Prefix, Suffix, and Preferred Name fields are not utilized within Cayuse. If a user has a preferred name in Workday, it is utilized in the First Name field in Cayuse.
Profile	Degrees & Qualifications			-Degree* -Year* -Qualifications	*Degree and Year will sync to Proposals (S2S) when added to My Profile. To have your Degree and Year added to your Profile, send a request to researchsystems@louisville.edu . Qualifications are not utilized within Cayuse.
Profile	External Identifiers		-ORCID ID -NIH Commons ID -NSF ID -NASA NSPIRES ID		The NIH, NSF, and NASA ID's will sync to Proposals (S2S) when added to My Profile. Users should be sure to hit the Save button when updating data in the External Identifiers section.
Profile	Demographics	-Citizenship Status		-Gender -Ethnicity -Race -Disability Status	Demographics do not flow anywhere within Cayuse. Citizenship Status updates need to be made in Workday.
Contact Info	Email	-Email			UofL email address.
Contact Info	Contact Info	-Street 1 -City		-Street 2 -Website	Pre-populated contact info will sync to Proposals (S2S). This data

		-County -Country -State/Province/Territory -Postal Code		-Contact Method -Number -Preferred Contact Method -Emergency Contact	is managed by Cayuse System Administrators and cannot be changed in Workday.
Internal Associations	Internal Associations – Click on the unit hyperlink to view additional data	-Primary Appointment Data including Appointment, Contact Info, Performance Site, Appointment Type, HR Fringe Rates, and Proposal (S2S) Settings		-US Government Agency -Start Date and End Date -Street 2 -Website -Contact Method -Number -Preferred Contact Method -Distributions	<p>Please contact your unit's business administrator if changes are needed to the Appointment or Appointment Type sections. Data will need to be updated in Workday.</p> <p>The remaining sections are maintained by Cayuse System Administrators.</p> <p>Fringe Benefit rates are established at an estimated 28.5% for all employees. The Fringe Benefit rate will sync to Proposals (S2S) and will be editable when developing a proposal in that application.</p>
External Associations	External Associations				UofL will not use the External Associations section at this time.
User Account & Roles	User Account User Account & Roles	-UofL Username -Pre-defined system roles			Users should contact researchsystems@louisville.edu to request additional roles or related system access.
Training & Certifications	Training & Certifications	-Training data syncs to Cayuse from the CITI Program platform.			When available, CITI training records sync to Cayuse based on the email address listed in the Contact Info email field in Cayuse. Update your email address in your CITI profile if

					records are not loading. The email addresses in Cayuse and CITI must align for training records to load appropriately.
Documents	Documents				UofL will not use the Documents section at this time.

Questions related to institutional, or personnel data loaded to Cayuse Profiles may be directed to researchsystems@louisville.edu.