



## Instructions: Accessing your rate and salary reports

### SharePoint

Please navigate to the following URL: <https://fsu.sharepoint.com/sites/budget/SitePages/Home.aspx>. This will take you to Microsoft's Office 365 login page. Please enter your FSU email address where prompted:

Office 365

Work or school, or personal Microsoft account

Email or phone

Password

Keep me signed in

Sign in

Once you have typed in your FSU email address (without a password), the website will automatically redirect to FSU's Office 365 login page. Continue to login using your FSU email address and password:

Florida State University

OFFICE 365 LOGIN  
EMPLOYEES AND RETIREES

Sign in with your FSUID in the format fsuid@fsu.edu

kgloeckner@fsu.edu

Password

SIGN IN

Once you've completed your login, you should see the Budget Office's SharePoint site:

Office 365 | SharePoint

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Budget Office EDIT LINKS

# Budget Office

Rate Reports

- Rate Reports Archive
- Non-E&G Assessments
- Budget Manager
- DDDHC
- Balance Deficits
  - Deficits (by month)
  - Deficits (trend)

>Welcome to the Budget Office's SharePoint Site!

Any new additions, features, or changes to this SharePoint site will be listed in the announcements to the right. Please make sure to review the announcements before

Name	Title	Phone
Michael Lake	Director	850-644-2
Katie Perkins	Associate Director	850-645-7
Gail Friedrich	Sr. Budget Analyst	850-644-4
Matthew	Business	850-644-1

On the left hand side, please select "Rate Reports Archive":

Office 365

BROWSE PAGE

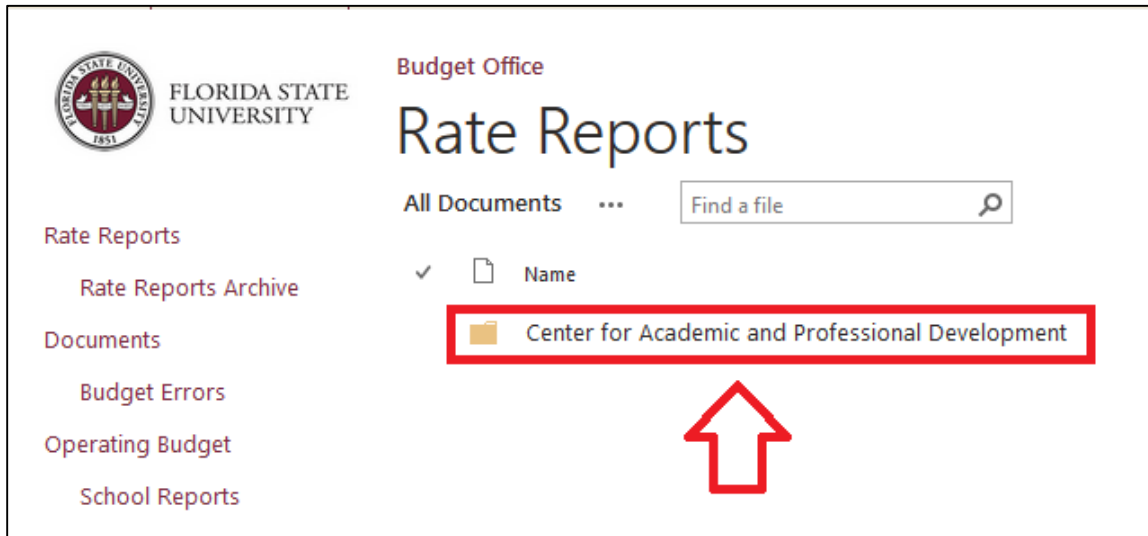
FLORIDA STATE UNIVERSITY

Rate Reports

**Rate Reports Archive**

Documents

You should see a folder for your college, school, or department<sup>1</sup>:



Your rate reports are organized by fiscal year and reporting period. Please note that all available historical rate reports have been archived here. If you are looking for reports that predate those listed here, they may not be available. Please contact the Budget Office for support.

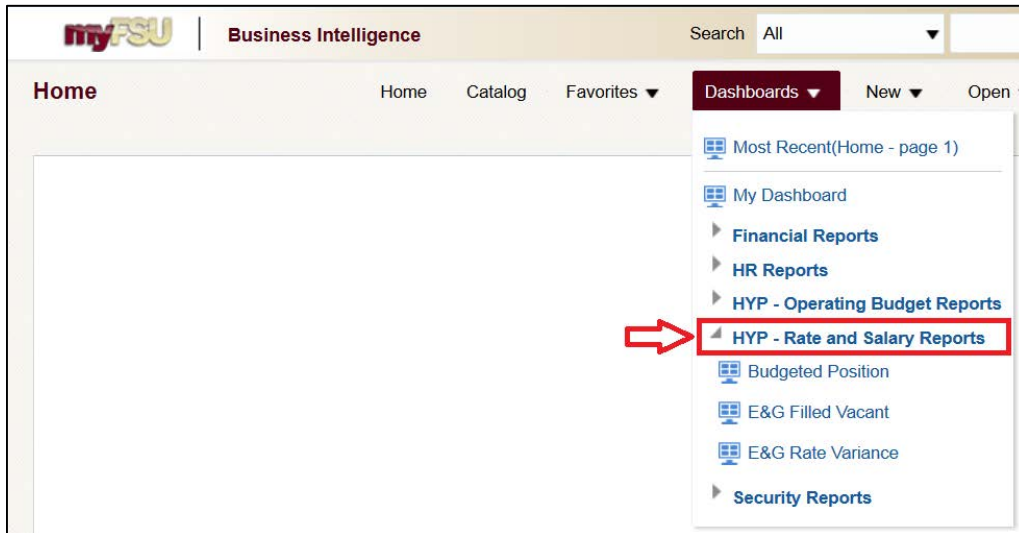
## BI (Business Intelligence)

Please navigate to the myFSU portal: <https://my.fsu.edu>. Select “BI” from the myFSU Links on the left:



<sup>1</sup> If you do not see your unit or an incorrect unit, please contact Ken Gloeckner (5-0092 or [kgloeckner@fsu.edu](mailto:kgloeckner@fsu.edu)).

At the top right, select “Dashboards” and click the “+” symbol next to “HYP – Rate and Salary Reports”:



You should see multiple reports available for review. Please note that only the most current reports are available via OBI. If you wish to view historical details or reports, you will need to view these via the Budget Office’s SharePoint site.