



## 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

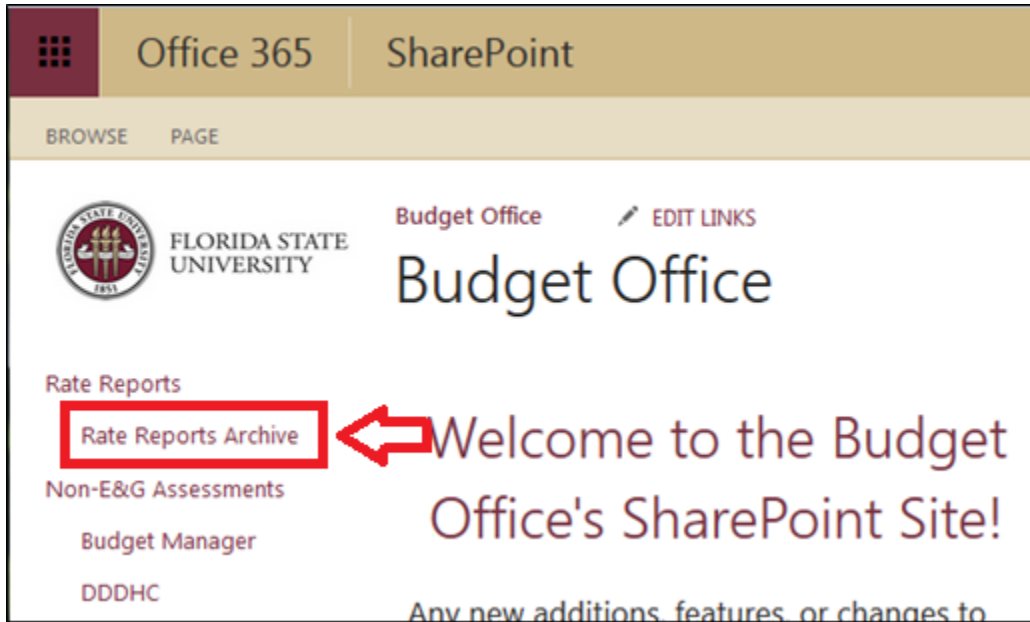
Sign in with your FSUID in the format fsuid@fsu.edu

kgloeckner@fsu.edu

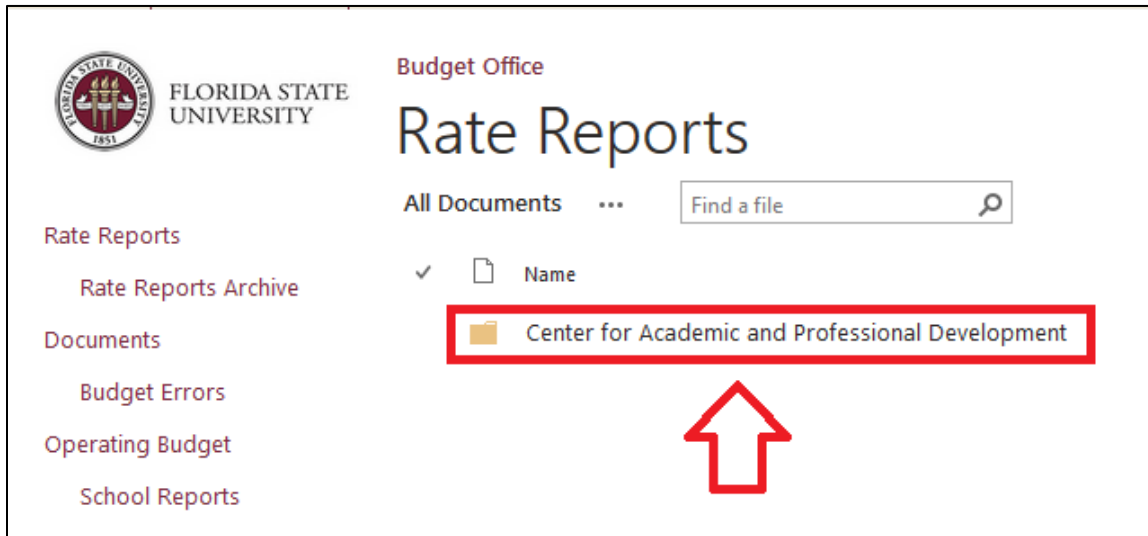
Password

SIGN IN

Once you've completed your login, you should see the Budget Office's SharePoint site. On the left hand side, please select "Rate Reports Archive":



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 Please note that all available historical rate reports have been archived here.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.

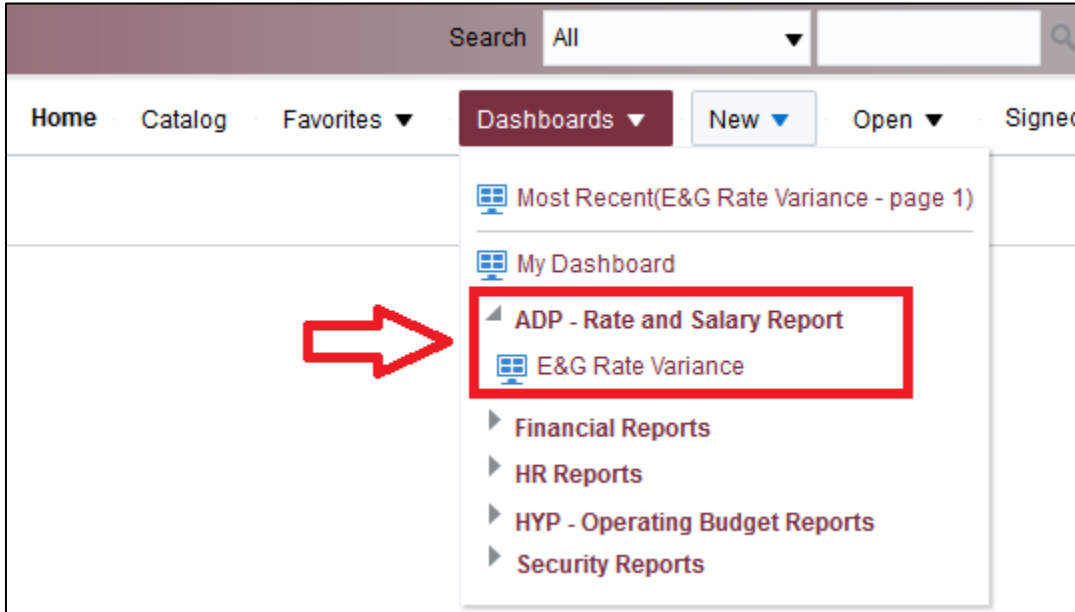
## BI (Business Intelligence)

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,” expand “ADP – Rate and Salary Report,” and select “E&G Rate Variance”:



There is currently only one rate report available to campus via BI – the E&G Rate Variance report. If you wish to view historical details or reports, you will need to view these via the Budget Office’s SharePoint site.