



# Access Instructions: Rate and Salary Reports

This document provides step-by-step instructions to access the rate and salary reports available to campus. Please see the table of contents below for available sources and reports.

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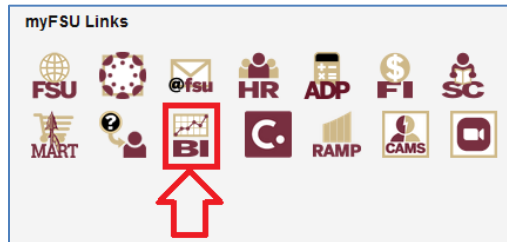
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# Business Intelligence (BI)

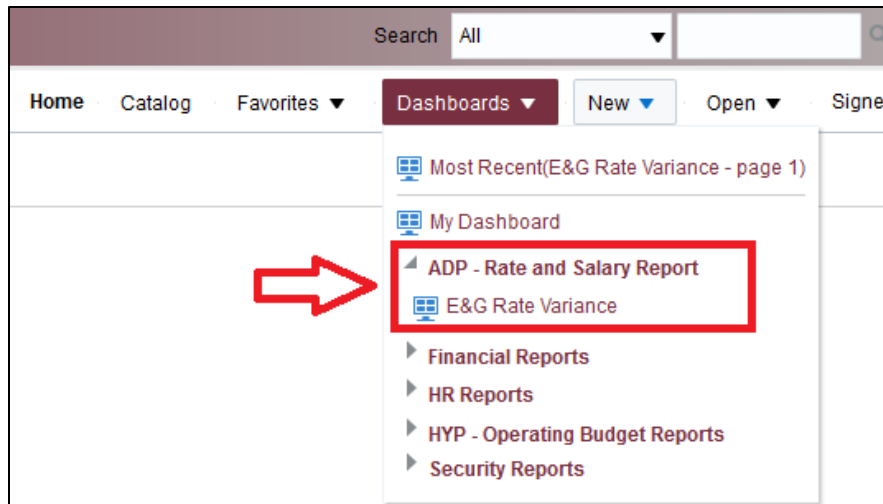
## E&G Rate Variance report

Access to the E&G Rate Variance report in Business Intelligence (BI) is limited to individuals with the FSU\_BUD\_SALARY\_PREPARER role. You must have this role to access the E&G Rate Variance report within BI.

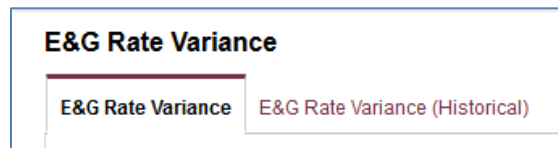
To access the report, please navigate to the myFSU portal: <https://my.fsu.edu>. Select the “BI” icon from the myFSU Links on the left:



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. Within the report, there are two tabs:



The first tab – “E&G Rate Variance” – provides a variance between the two most recent pay periods. The second tab – “E&G Rate Variance (Historical)” – provides access to historical variance reports back to PPEs 11/25/21 and 12/09/21. With the historical report, you may also compare any two pay periods available in the report’s criteria.

Please refer to the [E&G Rate Variance report job aid](http://budget.fsu.edu) available on the Budget Office’s website (<http://budget.fsu.edu>).

## Adaptive Planning (ADP)

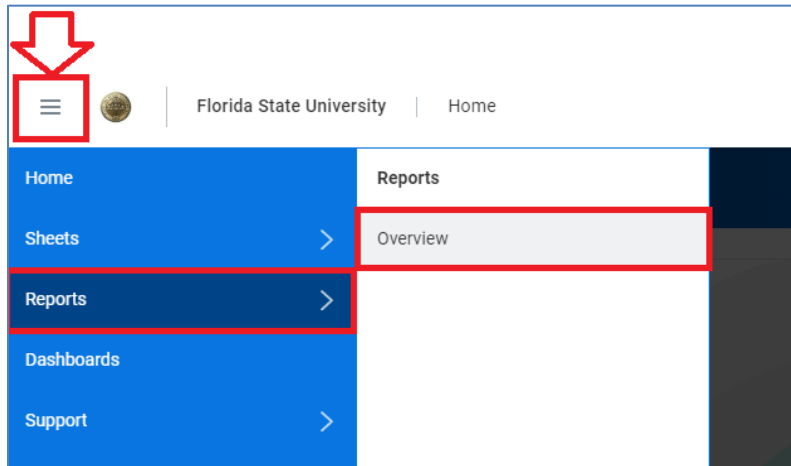
Access to the rate and salary reports in Adaptive Planning (ADP) is limited to individuals with the FSU\_BUD\_SALARY\_PREPARER role. The details available to individuals will also be based on their specific home department designations. For more information, please see the “Security Roles” section on the Budget Office’s Adaptive Planning website here: <https://budget.fsu.edu/adaptive-planning>.

To access Adaptive Planning (ADP), please navigate to the myFSU portal: <https://my.fsu.edu>. Select the “ADP” icon from the myFSU Links on the left:

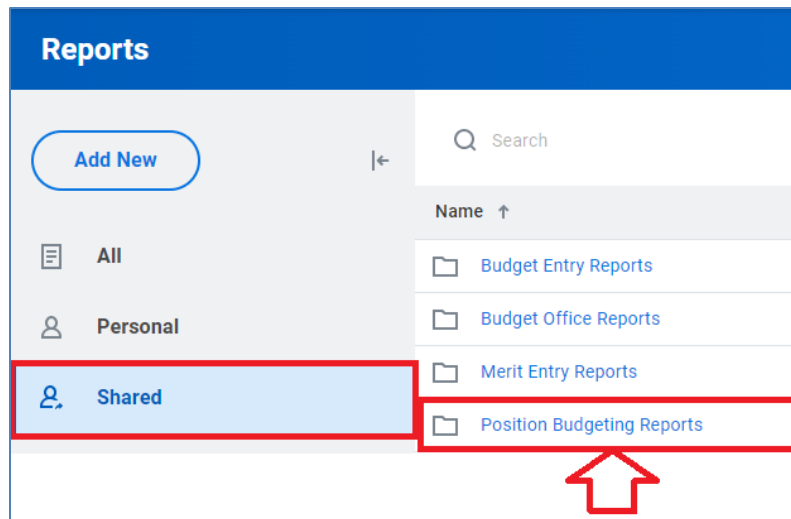


## E&G Rate Variance report





Once you have logged in to Adaptive Planning (ADP), select the “hamburger” icon in the top left to reveal the navigation pane. Select “Reports” and then “Overview.”



Then select “Shared” (to view Shared reports) and then “Position Budgeting Reports” folder:



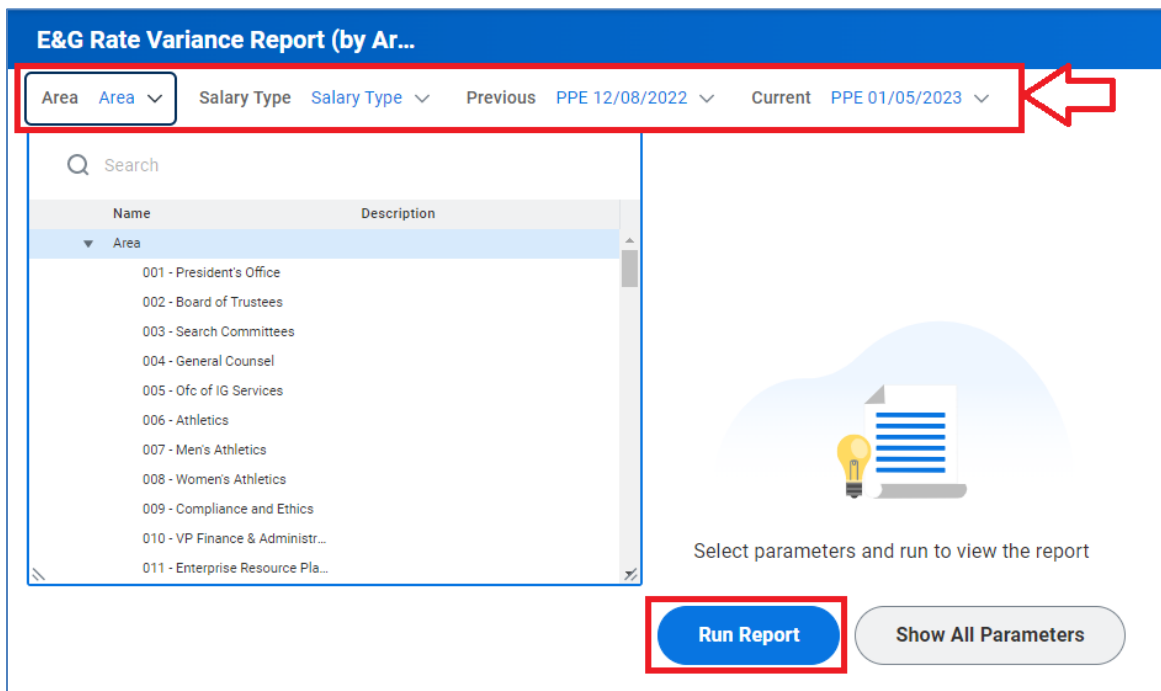
Within this folder, another folder contains the “E&G Rate Variance” reports. Four versions of the same report vary in size from Area, School, Division, or Rate Tracking Unit.

Name ↑	Output
 <a href="#">E&amp;G Rate Variance Report (by Area)</a>	HTML
 <a href="#">E&amp;G Rate Variance Report (by Division)</a>	HTML
 <a href="#">E&amp;G Rate Variance Report (by Rate Tracking Unit)</a>	HTML
 <a href="#">E&amp;G Rate Variance Report (by School)</a>	HTML

It is important to note that the detail individuals have access to is based upon their home department designations. An individual designated as a salary preparer for a single home department will receive the same results from all four reports. Only individuals with multiple areas, schools, divisions, or rate tracking units under the purview would see differences between the reports.

To view the data, click the desired report. You will be able to select the area, school, division, or rate tracking unit for each report. Additionally, you can view only Faculty or Staff via the “Salary Type” parameter. Leaving it as “Salary Type” will provide both Faculty and Staff details. While the report defaults to the latest two pay periods (for the Previous and Current datasets), you may also select specific pay periods to compare.

Once you are ready to view the details, click the blue “Run Report” button in the middle of the screen.



**E&G Rate Variance Report (by Ar...**

Area **Area** ▾ Salary Type **Salary Type** ▾ Previous **PPE 12/08/2022** ▾ Current **PPE 01/05/2023** ▾

Search

Name	Description
Area	
001 - President's Office	
002 - Board of Trustees	
003 - Search Committees	
004 - General Counsel	
005 - Ofc of IG Services	
006 - Athletics	
007 - Men's Athletics	
008 - Women's Athletics	
009 - Compliance and Ethics	
010 - VP Finance & Administr...	
011 - Enterprise Resource Pla...	

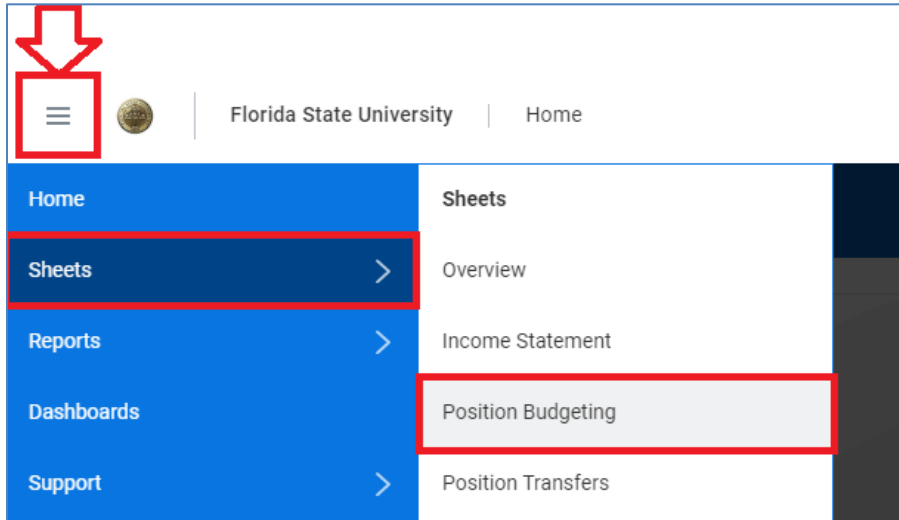
Select parameters and run to view the report

**Run Report** Show All Parameters

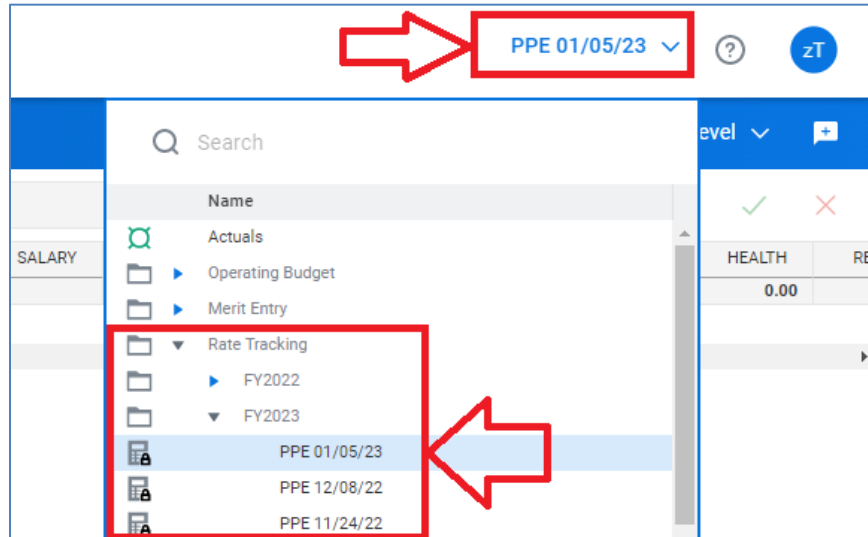
## Position Budgeting

In addition to the E&G Rate Variance report in Adaptive Planning (ADP), individuals can also export the complete details for all positions within their designations, including those for non-E&G positions, via the “Position Budgeting” sheet. This report will not provide a variance between pay periods but does provide more details, including fringe benefits, non-E&G funding, pay type details, union codes, etc.

To navigate to the “Position Budgeting” sheet, select the “hamburger” icon in the top left to reveal the navigation pane. Select “Sheets” and then “Position Budgeting.”



Once you have opened the sheet, please verify the “Version” selected at the top right of the screen. The “Version” controls which pay period you are viewing data for.



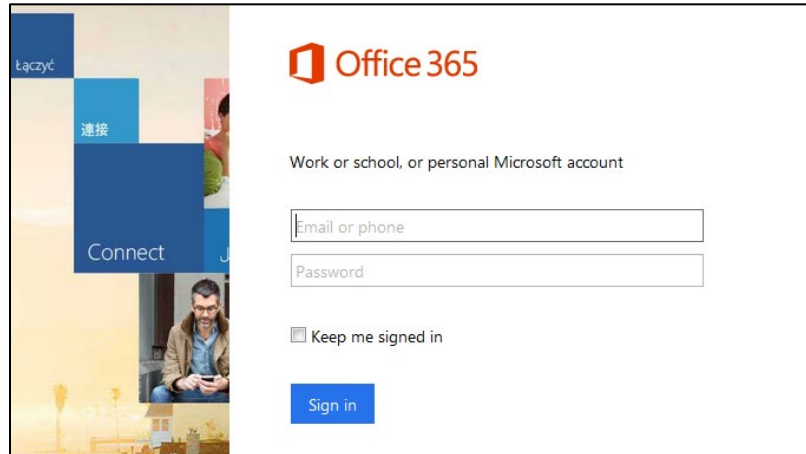
## SharePoint (SP)

### Historical Rate Reports

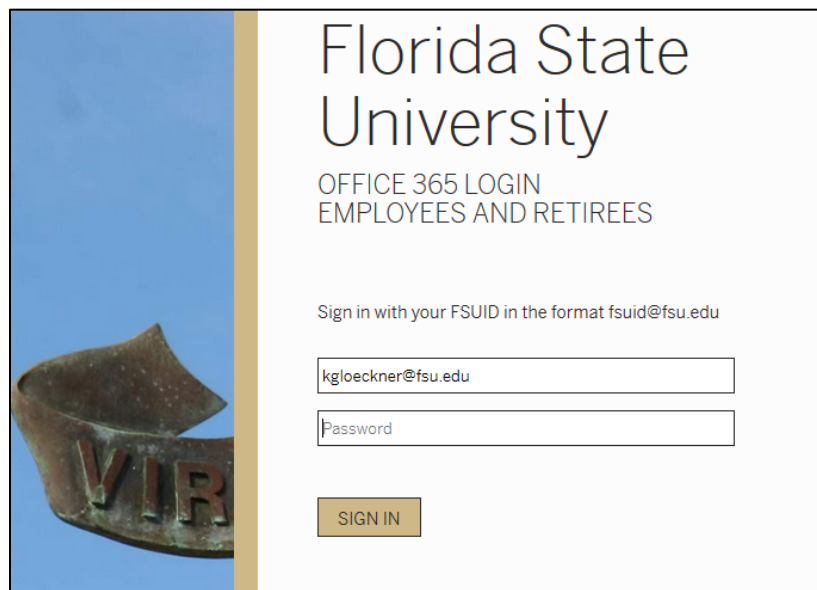
Access to the “Rate Reports Archive” on the Budget Office’s SharePoint site is manually maintained. Please get in touch with Ken Gloeckner (kgloeckner@fsu.edu or 5-0092) for assistance if you have any access issues.

**NOTE:** Beginning June 30, 2022, the “Rate Reports Archive” on the Budget Office’s SharePoint is no longer updated with the latest reports. New data will be made available only via BI and Adaptive Planning. Please see the preceding sections for the respective access instructions.

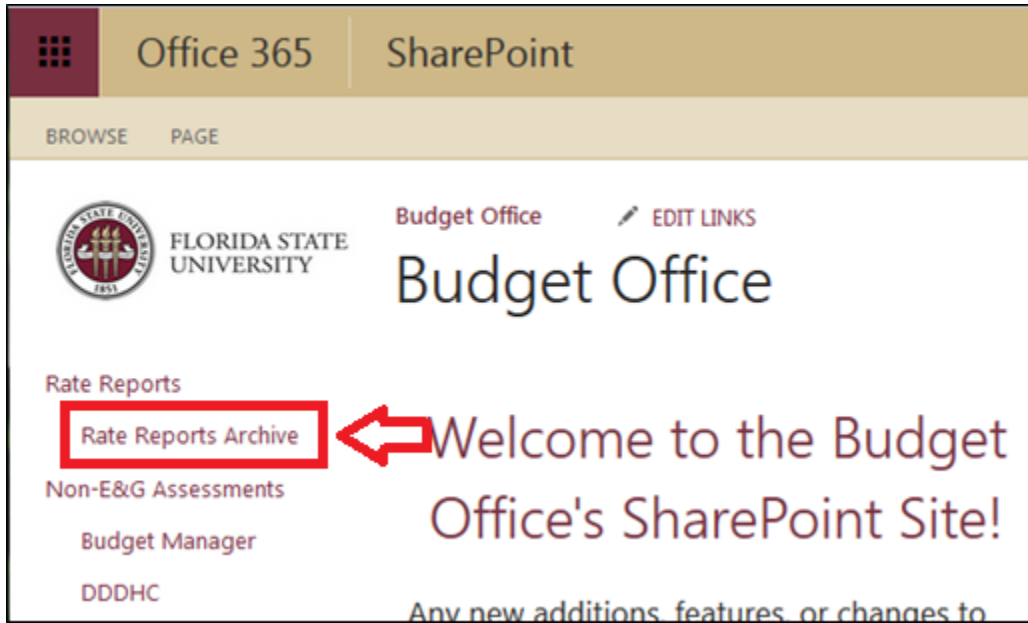
Please navigate to the following URL: <https://fsu.sharepoint.com/sites/budget/SitePages/Home.aspx>. This will take you to Microsoft’s Office 365 login page. Please enter your FSU email address where prompted:



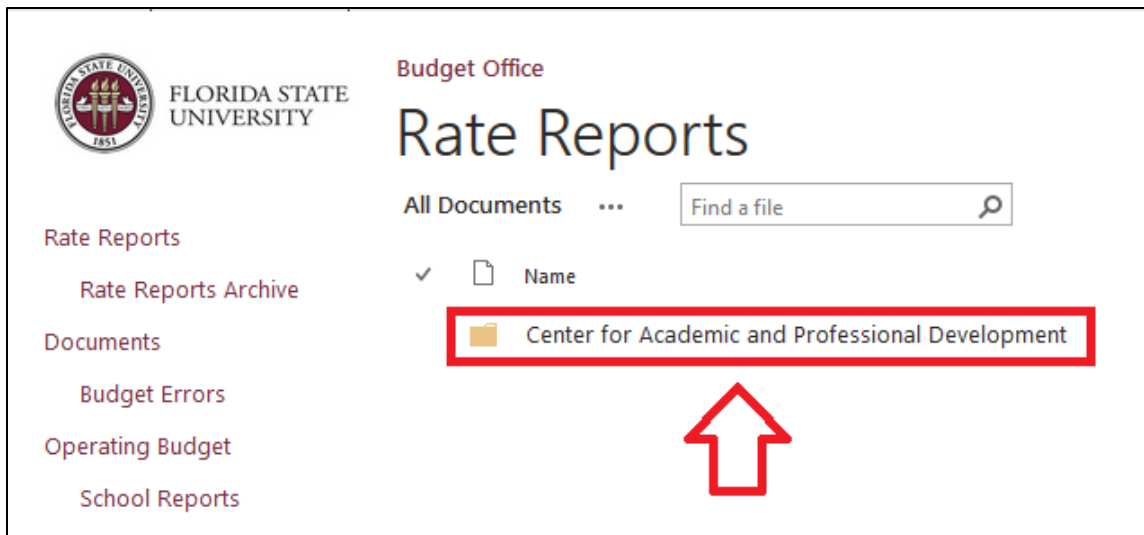
Once you have typed in your FSU email address (without a password), the website will automatically redirect to FSU’s Office 365 login page. Continue to log in using your FSU email address and password:



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 likely do not exist.

<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)).