**How to obtain salary information for use in the Service Center Rate Development Workbooks:**

Salary information for individuals that contribute to the operations of a service center *must* be included in the rate development regardless of the budget(s) from which they are paid. This is necessary in order to capture the costs associated with effort and will either be included in the rate charged to internal UI customers or subsidized; external sales will include any subsidized salaries in the fully costed (unsubsidized) rate.

To gather this data, here are a few options:

* **Banner - NBAJOBS** 
  + Enter the employee’s V# or use the dropdown list next to the ID field to search
  + Once you have selected the employee, make sure your Query Date is at least the beginning of your 12 month business cycle
  + In the Position field, use shift-F6 to view the job positions held by the employee
    - Highlight the correct Position and press F9 to select
    - This will take you back to the NBAJOBS form. Page down to access the job information section
  + The Job Detail tab will show the employee’s annual salary, FTE (full time equivalent), and employee class
  + Select the Job Labor Distribution tab to view the budgets from which the employee is paid
  + From the drop down menu, select Options - Review Labor Distributions Effective Dates
  + Highlight the date(s) from the previous 12 month business cycle to see how the labor was distributed and click OK.
    - You may need to do this for multiple dates if any changes occurred
* **Argos Report:**
  + At the top of the window, select the report option you wish to run
    - Banded reports return a PDF file
    - CSV reports may be opened in Excel
  + For an entire budget/department:
    - Detailed Payroll Data by Orgn and Employee (found in the Finance/Production/Departmental Financial Reporting folder)
      * Enter the transaction dates of your 12 month business cycle
        + For a Qtr 1 review these dates are 07/01/YY - 06/30/YY
        + For a Qtr 1 review these dates are 10/01/YY - 09/30/YY
        + For a Qtr 1 review these dates are 01/01/YY - 12/31/YY
        + For a Qtr 1 review these dates are 04/01/YY - 03/31/YY
      * Enter your Service Center Orgn/Hierarchy (budget number/rollup code)
      * Save the file
  + By individual employee:
    - Detailed Payroll Data by Employee
      * Enter the transaction dates of your 12 month business cycle
      * Enter the employee’s V#
      * Save the file

Please contact your DGA (Department Grant Administrator) or the Service Center Team at [ui-service-centers@uidaho.edu](mailto:ui-service-centers@uidaho.edu) for assistance.