

## Quick Reference Guide – Institutional Base Salary Report

The Institutional Base Salary Report provides up to date information about Investigators' base salary, including clinical salary component, administrative supplements, etc.

Please utilize this report to gather base salary information for Sponsored Programs budgeting and management purposes. To access the report:

- Navigate to the Finance stream (1) of the Qlik Sense Hub:  
<https://qsenseprod.admin.virginia.edu/hub/stream/283593cc-b99a-4c8a-8eec-86fa7c4b2569>
- Choose the Workday Payroll Costing workbook (2)

The screenshot shows the Qlik Sense Enterprise interface. On the left sidebar, the 'Streams' menu is open, and 'Finance' is highlighted with a red box and the number '1'. The main content area displays a grid of workbooks. The 'Workday Payroll Costing' workbook is highlighted with a red box and the number '2'.

- Use the dropdown in the upper right corner (3) to choose the Institutional Base Salary worksheet (4)

The screenshot shows the 'Workday Payroll Costing' workbook. The dropdown menu in the upper right corner is open, showing 'Payroll Costing by Em...' and is highlighted with a red box and the number '3'. The 'Institutional Base Salary' worksheet is highlighted with a red box and the number '4'.

Employee ID	Employee Name	Active Employee	Costing Start Date	Costing End Date	C/H/F Flag
Totals					
430686007	Sandra J Kendrick	1	6/20/2022	8/10/2099	C
579633384	Eric Dowling	1	8/1/2022	7/21/2088	C
334620481	Mollie H Washburne	1	6/20/2022	8/25/2070	C
789660651	Elizabeth B Hall	1	6/25/2022	8/24/2070	C
934456887	Paul Reyes	1	6/20/2022	8/24/2070	C
845659418	Katherine Walters	1	7/11/2022	7/10/2066	C
330559131	Christina Michelle Nielsen	1	6/20/2022	12/31/2059	C