



## What is Institutional Base Salary?

Institutional Base Salary (IBS) is explained in the [Institutional Base Salary Quick Reference Guide](#).

## IBS Report Options

There are several reports available to help you determine an employee's IBS.

### IBS Dashboard

- This is the recommended report to look up an employee's projected IBS for the current fiscal year.
- Hourly student employees are excluded. If you need to calculate an hourly student employee's IBS, locate their hourly rate in Workforce and convert it to an annualized salary.
- This dashboard uses payroll forecasting logic to determine projected pay for each month, which ensures that the IBS for the fiscal year is calculated appropriately for appointments that cross the fiscal year.
- Includes approved pay only. Pending approval ICD transactions are not included.
- Includes IBS pay elements only. A full list of the elements that are included in IBS can be found in the **Institutional Base Salary Element List** in the Human Resources catalog in OBI.
- The projected IBS for hourly employees is their annualized salary only. Pay such as overtime, shift differentials, etc. are not forecasted and therefore are not included. Use the **Payroll Detail** or **Appointment Information and Costing** dashboards to view these actual IBS pay elements.

### Payroll Detail Dashboard

- This is the recommended report to look up an employee's historical or true IBS, including hourly pay such as overtime, shift differential, etc.
- Select Yes in the "Include Only IBS?" prompt on this dashboard to view IBS payroll detail only.
- Includes only compensation that has already been paid to the employee.
- View data by check date to properly calculate IBS for appointments that cross the fiscal year.

### Payroll Forecasting Dashboard

- This report excludes all hourly staff but is a great resource for looking up a salaried employee's IBS for the current or previous fiscal year.
- Select Yes in the "Include Only IBS?" prompt on this dashboard to view IBS payroll detail only.
- Includes approved pay only. Pending approval ICD transactions are not included.
- View data by check date to properly calculate IBS for appointments that cross the fiscal year.

### Appointment Information and Costing Dashboard

- This dashboard can also be used to view an employee's historical or true IBS, including hourly pay such as overtime, shift differential, etc.
- Select Yes in the "Include Only IBS?" prompt on this dashboard to view IBS pay elements.
- Includes approved pay only. Pending approval ICD transactions are not included.
- **Caution:** When a fiscal year is selected in this dashboard, all pay elements that start or end in the selected fiscal year will be shown. As a result, faculty appointments that cross the fiscal year will be displayed twice. Do not count both appointments when determining IBS.

## IBS Dashboard Page

The **IBS dashboard** page is located on the Human Resources dashboard in OBI. This dashboard is used to look up an employee's projected IBS in the current fiscal year.

**Human Resources** | Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

Employee Lookup | Absence Management | Appointment Information and Costing | Base Salary Listing | Payroll Detail | Payroll Forecasting | **IBS** | Reports

This report contains the projected Institutional Base Salary (IBS) for the current fiscal year based upon the compensation elements already entered and approved in EBIZ. If you need to view historical IBS data, please use the Appointment Information and Costing or Payroll Detail dashboards. Hourly student employees are excluded from this dashboard. Please use Workforce if you need to view compensation detail for hourly-paid student employees

Last Name contains any  Employee Number --Select Value-- HR Planning Unit --Select Value--  
 First Name contains any  Job Category --Select Value-- HR Org --Select Value--

**Semimonthly Employees**

Employee Number	Full Name	HR Planning Unit	HR Org	Email Address	Appt Start Date	Job Category	Element	Amount
					07/01/2019	Administrators	Base Salary	\$81,987.11
<b>Employee Total</b>								<b>\$81,987.11</b>
					08/16/2019	Faculty	Additional Salary	\$10,000.08
							Base Salary	\$92,664.90
<b>Employee Total</b>								<b>\$102,664.98</b>
						Faculty	Academic Term Pay	\$9,916.70
<b>Employee Total</b>								<b>\$9,916.70</b>
						Student	Grad Student Pay	\$1,818.00
<b>Employee Total</b>								<b>\$1,818.00</b>

Last Name: Not Selected Employee Number:  HR Planning Unit: Not Selected  
 First Name: Not Selected Job Category: Not Selected HR Org:

[Refresh](#) - [Print](#) - [Export](#)

**Biweekly Employees**

Employee Number	Full Name	HR Planning Unit	HR Org	Email Address	Appt Start Date	Job Category	Element	Amount
						Classified	Annualized Salary	\$35,401.60

## IBS Dashboard Prompts

Prompt options are available to allow you to search by employee, job category, or unit.

### Prompt Definitions

Term	Definition
Last Name/First Name/ Employee Number	If you would like to search for a specific employee, enter the employee's last and first name or their six-digit employee number.
Job Category	The classification of employees based on job duties within the institution (i.e. Administrators, Classified, Faculty, Research, or Student)
HR Planning Unit/Org	The planning unit/organization where an employee is assigned.

## IBS Dashboard Columns

### Default Column Definitions

The following columns are displayed on the dashboard.

Term	Definition
Employee Number	The six-digit number assigned to the employee in Oracle.
Full Name	The employee's full name
HR Planning Unit/Org	The planning unit/organization where the employee is assigned. This may not reflect the org where the wages were charged if an employee is split-costed or performing work outside their primary org.
Email Address	The employee's OHIO email address.
Appt Start Date	Used for administrative staff and faculty only. The date when the employee's appointment starts in the current fiscal year.
Job Category	The classification of employees based on job duties within the institution (i.e. Administrators, Classified, Faculty, Research, or Student)
Element Full Name	The compensation type (i.e. Regular Salary, Fiscal Increment, etc.)
Amount	The projected pay for the current fiscal year.

### Additional Column Definitions

These columns are included in the CSV or the user can add them to the dashboard display results.

Term	Definition
Latest Hire Date	The employee's most recent hire date.
Tenure Status/Date	Faculty tenure status (i.e. tenured, in tenure track, or not eligible) and date received
Appt Type Months	The number of months that an employee works each year (i.e. 9, 10, 11, or 12)
Title & Academic Title	The employee's position title or academic title.
FTE	The employee's full-time equivalency (full time = 1.0 FTE)

## IBS Dashboard Sections

The dashboard results contain two sections. When exporting data from the IBS dashboard, each section must be exported separately, or you can choose to only export the section that you need.

### Semimonthly Employees

This section contains all employees paid on a salaried, semimonthly basis.

### Biweekly Employees

This section contains all employees paid on an hourly, biweekly basis, except hourly student employees.