**Navigating to Payroll Reports (and saving them to favorites)-**

Click on Tableau from the <http://my.rutgers.edu> or from <http://bireporting.rutgers.edu->

Click on Explore and then Finance-



Click on Finance, then Manage Reporting and then Payroll-



This will give you all the payroll options-



When you find reports you like, click on the star icon-



Star icon-

Once you click on the star, when you log onto tableau, your favorite reports will appear on home page-

