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

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

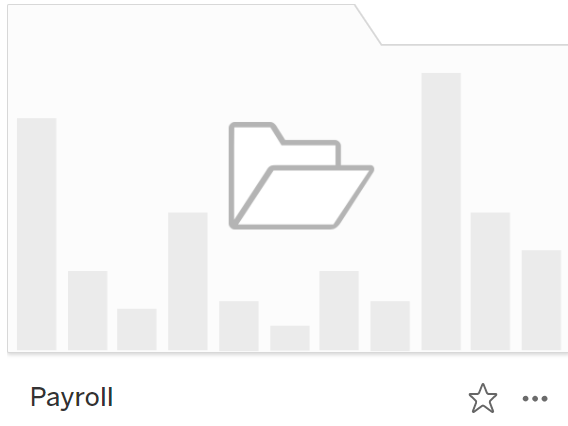
Click on Explore and then Finance-

A picture containing bubble chart

Description automatically generated

Click on Finance, then Manage Reporting and then Payroll-

Graphical user interface

Description automatically generated

This will give you all the payroll options-

Graphical user interface

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

Star icon-

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

Graphical user interface, text, application

Description automatically generated