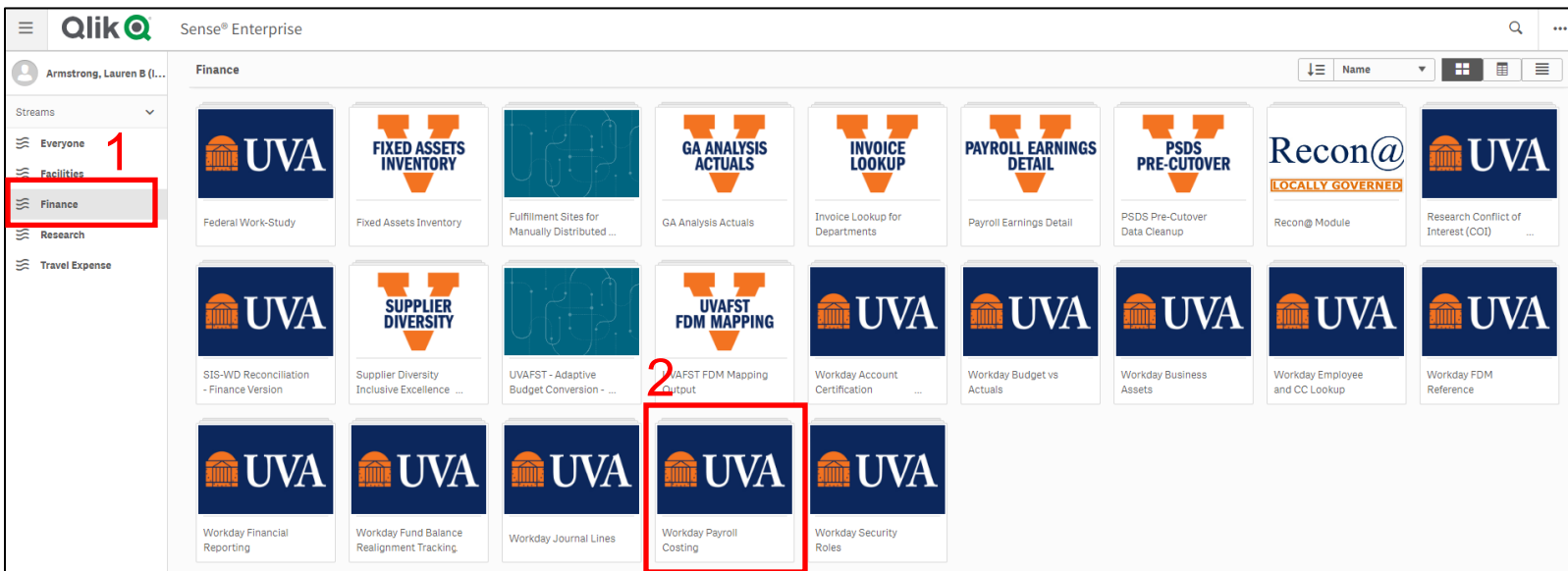


## Quick Reference Guide – Institutional Base Salary Report

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)



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

