

## OrBIT Lite Report

The OrBIT Lite report gives you information on the personal services of an organization for a specific payroll (monthly or bi-weekly). This report lists personal services transactions by account code (categories like Adm Professional Salary, Faculty, and C.S. Regular Salary). For each account code, the position number, ID, name, Job FTE, and payroll information for each job are listed.

1. Open your web browser, and enter <http://argosrv:8080/argos/> (you may want to add it to your favorites).
2. Enter your Username and Password in proper fields.
3. Press Enter or click on Login button.
4. Click on the + sign in front of "Financial Managers Reports" on the left-hand side.
5. Click on the + sign in front of "Orbit lite."
6. Double-click on the **indented "Orbit Lite"** to launch the report.
7. Click on the down arrow next to "Select Fiscal Year" to choose the desired year.
8. Click on the down arrow next to "Select Payroll ID," and choose either BW for hourly (bi-weekly) payroll or MN for monthly payroll.
9. Click on the down arrow next to "Select Payroll Number" to choose the desired payroll period.

The bi-weekly payroll schedule is available at:

[http://www.eiu.edu/~humanres/payroll/sched\\_cs\\_07.php](http://www.eiu.edu/~humanres/payroll/sched_cs_07.php)

The monthly payroll schedule is available at:

[http://www.eiu.edu/~humanres/payroll/sched\\_fapgacse\\_07.php](http://www.eiu.edu/~humanres/payroll/sched_fapgacse_07.php)

10. Click on the organization that you want to query. If you cannot access the organization you need, please contact Jim Toner at 581-5023 or [jqtoner@eiu.edu](mailto:jqtoner@eiu.edu).
11. Click on "Next" button at the bottom right-hand side. This action takes you to a new screen that gives you several options:
  - "Preview" (recommended) to check on your data before you print.
  - "Print" to print the report.
  - "Back" in the bottom right-hand corner to choose a different organization.
  - "Close" button to go back to the main Argos screen. In that screen, click on X in the upper right-hand corner to exit out of OrBIT Lite.
12. The "Report Preview" screen appears when "Preview" is clicked. You can review or print the report as follows:
  - In the upper left-hand corner, click on the arrow or double-head arrow pointing to the right to see the next page or last page of the report, respectively.
  - Also in the upper left-hand corner, click on the arrow or double-head arrow pointing to the left to see the previous page or first page of the report, respectively.
  - Click on the printer icon to print the report.
  - Click on the "Close" button to return to the previous screen.