OrBIT Report

The OrBIT report gives you information on the personnel services of an organization for the fiscal year.

This report lists by account code categories like A&P Salary, Faculty, and C.S. Regular Salary. For each account code you will see Position Numbers, E-number, Name, *Current Employment Status, YTD Expense, Remaining Encumbrance and Total Cost for Fiscal Year listed.

1. Open your web browser, enter

   http://www.eiu.edu/banner/

2. Under Reporting select **Argos – Production**

3. Enter Username and Password.

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".

6. Click on the "Orbit" Report, then click Run Report

7. Select your parameters

    a. Click on the down arrow next to "Select Fiscal Year" to choose the desired year.

    b. Click on the desired organization.

8. Click on one of the icons at the top right. Preview, Save, E-Mail or Print

OrBIT Lite Report

The OrBIT Lite report gives you information on the personnel services of an organization for a specific payroll (monthly or bi-weekly).

This report lists by account code categories like A&P Salary, Faculty, and C.S. Regular Salary. For each account code you will see Position Numbers, E-Numbers, Name and Job FTE listed.

1. Open your web browser, enter

   http://www.eiu.edu/banner/

2. Under Reporting select **Argos – Production**

3. Enter Username and Password

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. Click on the "Orbit Lite" report, then click Run Report.

7. Select your parameters
   a. Click on the down arrow next to "Select Fiscal Year" to choose the desired year.
   b. Click on the down arrow next to "Select Payroll ID", and choose either BW for bi-weekly or MN for monthly.
   c. Click on the down arrow next to "Select Payroll Number" to choose the desired payroll period.
      i. The payroll schedules are available at:
         http://www.eiu.edu/humanres/payroll/payrolldistribution.php
   d. Click on the desired organization.
   e. Click on "Next" button at the bottom right-hand side.
   f. Click on "preview" to view the report.
8. Click on one of the icons at the top right. Preview, Save, E-Mail or Print

*Current Employment status is the status as of the max date of contract not as of the payroll selected.