# Departmental Reports (Salary Rosters)

Within their security access, users can view, download, and print a salary roster report in HTML, PDF, or XLS format.

- **Salary Roster for Selected Dept – Dept Users**
  This report is the 'working version' so changes can be viewed as they are entered.
- **Salary Roster for Selected Dept – Depts User FINAL CURR VERSION (View Only)**
  This version is the current view as the Budget Office makes updates in PBCS.
- **Salary Roster for Selected Dept – Depts User FINAL**
  This report is the 'post final' version which displays the final New FY XX operating budget that is loaded into UTShare. Merits have been added so data on this report represents the total salary for each position/employee.
- **Salary Roster for Selected Dept – Depts User CY vs Prior FY**
  This report compares the prior FY's final budget (final or post final version) to the current budget year for a selected version and unit/departments; includes salary, fringe, and FTE account groups with variance columns.
- **Positions by Version For Selected Dept (View Only)**
  This report lists all changes for each position by version in PBCS. It is useful is you want to historically view what type and when changes were made to a position.

1. From the PBCS homepage, select the **Reports** icon.
2. Click the **Salary Roster** icon.
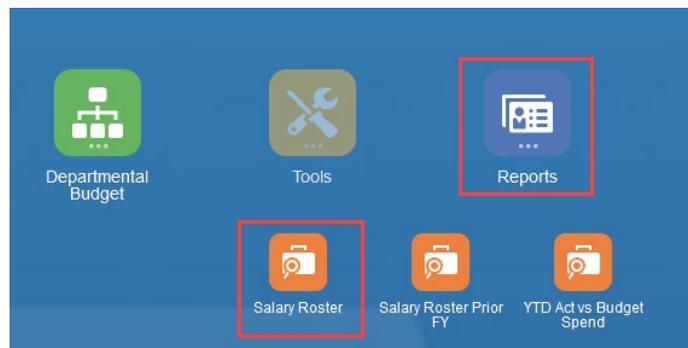
3. Click on the report name from which you want to view position data.
4. The **File Format** drop-down allows the selection of PDF, HTML, and Excel file output.
5. Click on the **Department** link to change the department.

6. The report will open.
7. Click on the "UTA" logo in the upper left of the page or the Home icon in the upper right of the page to return to the PBCS homepage.