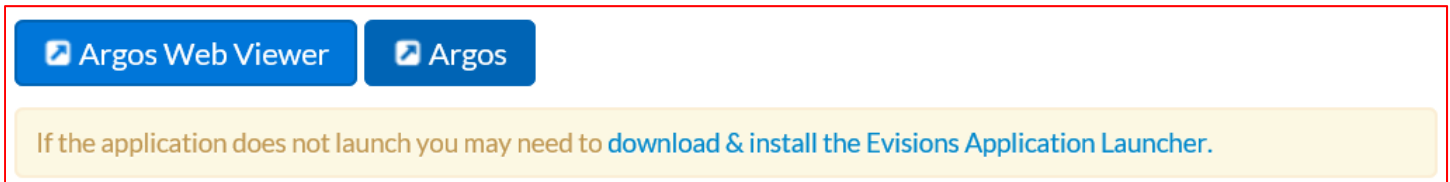


## Argos Instructions

Be sure to download the Argos Reports viewer. Go to <https://maps.uidaho.edu> and login with your Banner credentials. You have two options: (1) Argos Web Viewer or (2) Argos. It is our recommendation to use the Argos reports viewer (select the “Argos” button). You may be prompted to download the Evisions Application Launcher.

**\*Hint\*** – Once Argos is open, you can “right-click” and select “Pin to taskbar”. The benefit of this is you no longer have to visit the website, you can just select the Argos icon in your taskbar. You have the option to save your login credentials as well.



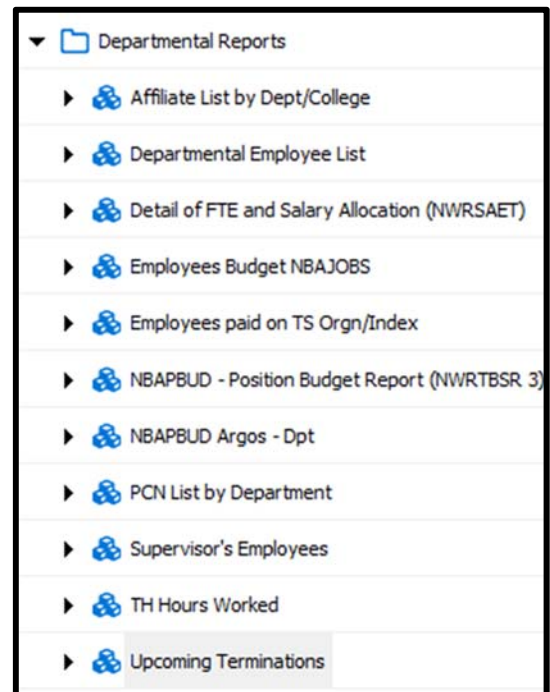
We will highlight a few Argos Reports, under the Human Resources and Departmental Reports

If you need access to these reports, please visit

<https://support.uidaho.edu/TDClient/Requests/ServiceCatalog?CategoryID=96> and select “Argos Requests”.

You will fill that out and ask for “access to the HR Departmental Reports within Argos.” These reports are available when you login to [maps.uidaho.edu](https://maps.uidaho.edu) with your Banner login and password

- Affiliate List by Dept/College  
Run a list of Affiliates (A1, A2, A3) by any Orgn (Timesheet Org or Level 3)
- Departmental Employee List  
Run a list of your employees. Select from the following:
  - Board Appointed, Non Board Appointed or Both
  - Select the Employee Class (CTRL + A for all)
  - Active, Terminated, Leave Status
  - Enter Org, Level 3 or Level 2
- Employees Budget NBAJOBS  
Run a list of your employees by Org / Level 3 Code, including their Labor Distributions from NBAJOBS
- Employees paid on TS Orgn/Index  
Run a list of employees paid by Timesheet Org or Index #
- NBAPBUD: Position Budget Report  
Similar to NWRBBSR in Banner – Use this report for Budget from NBAPBUD
  - All PCNs, Filled PCNs or Vacant PCNs
  - Fiscal Year
  - Org, Level 3 or Level 2



➤ NBAPBUD – Argos – DPT

Run information for a PCN – Chart V, Fiscal Year and POSN (6 digit PCN, e.g. 001234)

- This is how positions are budgeted. It shows any changes to the NBAPBUD salary for that Fiscal Year. It includes any comments that are provided for moving amounts, etc.
- We also work a year ahead in NBAPBUD. Use 2021 for current NBAPBUD information
- Use Chart 9 for FY18 and prior; use Chart V for FY19 and future

➤ PCN List by Department

Run a list of PCNs for a given Level 2, Level 3 or Department Org

- Drop-down menus for:
  - Board Appointed: Board Appointed, Non-Board Appointed or Both
  - Status: Not vacant, Vacant or Both
- When you run the report, it will show you all PCNs for that area based on your selection above
- If you don't see a PCN, you can always try the Level 3 for a College or Division. If you are unsure of your Level 3 #, go to **FTIORGH** in Banner, enter your Org # and it will show your Level 3 #

➤ Supervisor's Employees

Run Supervisor Employee List. This produces a master list of all Supervisors and those that report to them

➤ TH Hours Worked – For a Level 3 or Timesheet Org

This report will run 365 days from the date it is run and totals us the hours worked by T1/T4 employees. If an employee has a 30 day break in service in that time, they will be excluded from this report. The goal is to find out if any TH employees (non-students) are working over 1385 hours in a year

➤ Upcoming Terminations

- Replaces NWREMPT in Banner
  - Chart of Accounts = **V**
  - Level 3 or Org
- Shows your Temp Help positions with upcoming Termination Dates
  - TH-Student (ST), TH-Non Student (T4), Unit Pay (T5/T6), Grad Assistant (GA), Temp Faculty (F9)