**FAST Payroll Report: User Access Test**

1. Please log onto FAST: <https://fast.uoit.ca/fastportal/desktopdefault.aspx>
2. Click on the Financial Reporting icon on the left-hand side: 
3. Click on ‘Operating Statement’ in the grey menu near the top under the DC/OT logos and drag the cursor down to ‘Current Year Actuals by Position’:



**Note: If this report does not appear in the drop-down then the test is over. Please email** **adam.king@ontariotechu.ca** **ASAP.**

1. Click on the report and enter in the Fund & Orgn for which the user has access:



1. Then click on the green ‘Execute Report’ button in the bottom –right corner (or hit Ctrl+Enter): 
2. If you see a list of your unit’s employees with payroll values for each month and the non-zero $ amounts are blue and clickable then Congrats! You have access.



If no report results are generated or the non-zero data values are not hyperlinked, please email adam.king@ontariotechu.ca ASAP.