## Screencasts by Step in SBB

<table>
<thead>
<tr>
<th>MAIN PAGE</th>
<th>STEP 5</th>
<th>STEP 6</th>
</tr>
</thead>
</table>
| ● Wizard navigation  
  ● Allocations Details Site Controlled Resource Summary  
  ● FTE Allocation to Projected Comparison  
  ● Validation Report | ● Add a new position  
  ● Excess a position  
  ● Adding job classification  
  ● Read and understand step 5 Subpage table | ● Adding a credential (subject) to an employee or new position |

<table>
<thead>
<tr>
<th>STEP 7</th>
<th>STEP 8</th>
<th>STEP 10</th>
</tr>
</thead>
</table>
| ● Changing employee funding without changing FTE  
  ● How to verify all employee funding | ● Allocating budget to an existing budget string  
  ● Modifying an existing budget code in a string  
  ● Adding notes for non salary costs  
  ● Adding a new budget string | ● Signing and submitting SBB |

<table>
<thead>
<tr>
<th>Calculator Tool</th>
<th>Reports</th>
<th>Other</th>
</tr>
</thead>
</table>
| ● Using the Calculator for Hourly  
  ● Using the Calculator for Positions | ● Allocations Details (Main Page - Snapshot Reports)  
  ● Site Controlled Resource Summary (Main Page - Snapshot Reports)  
  ● FTE Allocation to Projected Comparison (Main Page - Snapshot Reports)  
  ● Validation Report (Main Page - Snapshot Reports) | ● SBB Orientation for 2024-25 |