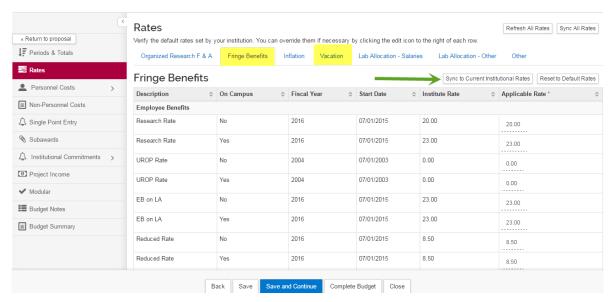


To update your KC proposal rates to synchronize the institute rates for only the **Employee Benefit** and **Vacation** rates (and not altering any manual edits to Inflation, F&A, etc.) do the following:

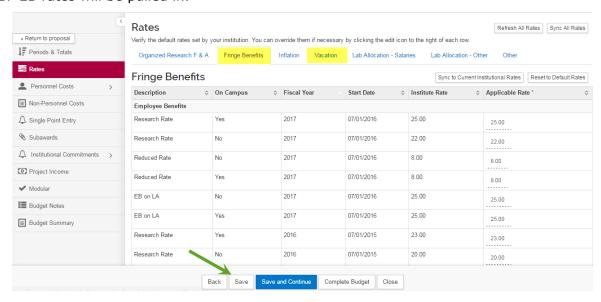
1. While in the Budget, click the **Rates** panel on the **Navigation** panel.

The **Rates** screen will open displaying five tabs across the top.



- 2. Select the **Fringe Benefits** tab.
- 3. Click on the Sync to Current Institutional Rates button on that tab.

The FY 2017 EB rates will be pulled in.



4. Save.

Repeat steps 2 through 4 for the **Vacation** tab.

5. Navigate to the **Budget Personnel** > **Assign Personnel to Periods** to confirm that the Fringe Benefit calculation has been updated.