## WVU Fringe Actual Detail Report

### Purpose
Use this procedure to look up fringe benefit details for an individual employee for a specific date range.

### Trigger
Perform this procedure when you need to see details on an employee’s fringe benefit funding and types.

### Assistance
If you need assistance, please report your issue to the Self Service Help Desk:
- [http://it.wvu.edu/support/service-desk/selfservice](http://it.wvu.edu/support/service-desk/selfservice)

### Procedure

1. From the MAP\(^3\) main menu, click on the **WVUHR LD EBO User** responsibility to open the folder.

2. Select **Submit Processes and Reports** to go to the **Submit a New Request** screen.

3. Leave the default **Single Request** option selected, and click the **OK** button. You will see the **Submit Request** window.

---

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Trigger</th>
<th>Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this procedure to look up fringe benefit details for an individual employee for a specific date range.</td>
<td>Perform this procedure when you need to see details on an employee’s fringe benefit funding and types.</td>
<td>If you need assistance, please report your issue to the Self Service Help Desk:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <a href="http://it.wvu.edu/support/service-desk/selfservice">http://it.wvu.edu/support/service-desk/selfservice</a></td>
</tr>
</tbody>
</table>

---

![Submit a New Request](image-url)
4. Click in the **Name** field, and click the **List of Values** (LOV) button to choose the report from a list.

5. Select the **WVU Fringe Actual Detail** report from the list, and click **OK**. The system will ask you for some parameters to run the report.
6. Complete the following Parameters fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Check Date</td>
<td>Supply a beginning date to search for fringe benefits. <strong>Example:</strong> 15-JUN-2014</td>
</tr>
<tr>
<td>To Check Date</td>
<td>Supply the end of the date range for fringe benefits. <strong>Example:</strong> 16-SEP-2014</td>
</tr>
<tr>
<td>Employee Number</td>
<td>Enter an employee number or click the LOV button (...) to search for an employee. <strong>Example:</strong> 69990</td>
</tr>
</tbody>
</table>

When completing the parameters, notice that the Date requires a two-digit year.

The Employee Number LOV includes all employees at the university and is a very long list. Searching may take several minutes. It will be quicker to have the employee number ahead of time.

7. Click **OK** to enter your parameters. Your selected parameters will populate on the Submit Request screen.

8. To run the report, click the **Submit** button.
9. Click the **Refresh Data** button to see if your report is completed.

10. After the **Phase** field shows **Completed**, click on the **View Output** button to view the report. You will be asked your preference for viewing format.

11. Choose to view the output in a web **browser** format (an html page), or to open an **MS Excel** document, and click **OK**. You will see the report open in a new tab/window in your web browser or in a new MS Excel document window.

12. You have completed this task.