

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.

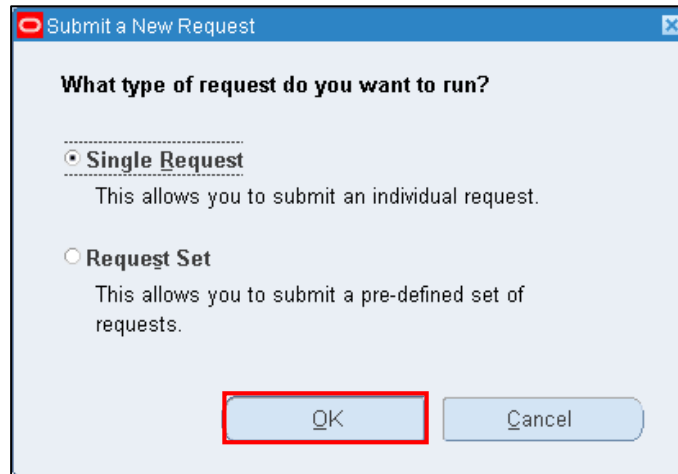
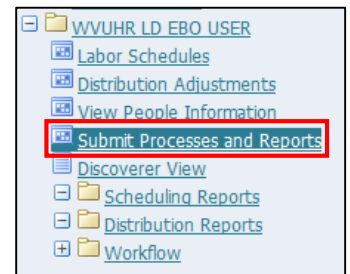
ASSISTANCE

If you need assistance, please report your issue to the Self Service Help Desk:

- <http://it.wvu.edu/support/service-desk/selfservice>

PROCEDURE

1. From the MAP³ 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.

Submit Request

Run this Request...

Copy...

Name

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files

Layout Options...

Notify Delivery Opts

Print to

Help (Q) Submit Cancel

4. Click in the **Name** field, and click the **List of Values** (LOV) button to choose the report from a list.

Reports

Find %

Name	Application
PSP: Distribution Adjustment Register	Labor Distr
WVU Fringe Actual Detail Report	WVU HR A
WVUHR Graduate Assistants Report	WVU HR A

Find OK Cancel

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.

Parameters

From Check Date (DD-MON-YY)

To Check Date (DD-MON-YY)

Employee Number

OK Cancel Clear Help

6. Complete the following Parameters fields:

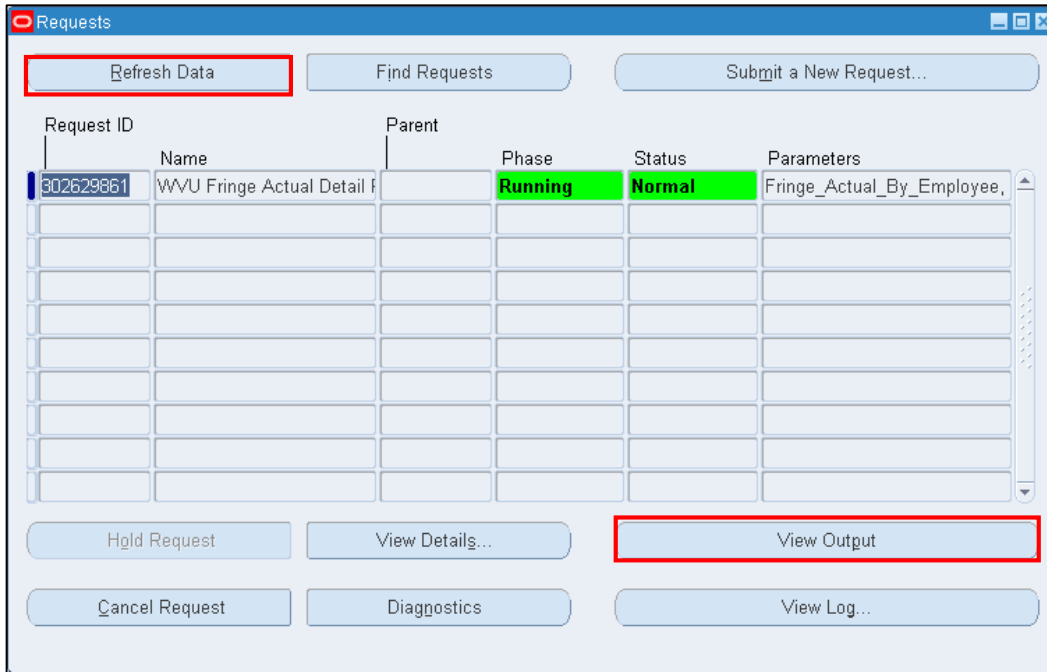
Field Name	Description
<i>From Check Date</i>	Supply a beginning date to search for fringe benefits. Example: 15-JUN-2014
<i>To Check Date</i>	Supply the end of the date range for fringe benefits. Example: 16-SEP-2014
<i>Employee Number</i>	Enter an employee number or click the LOV button (...) to search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

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

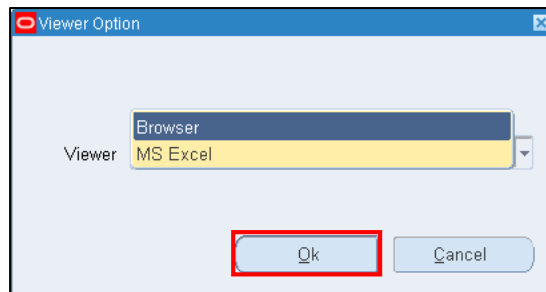
The Employee Number LOV includes all employees at the university and is a very long list. Searching may take several minutes. It will be quicker to have the employee number ahead of time.

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.



- Click the **Refresh Data** button to see if your report is completed.
- 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.



- 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.

Request ID	Name	Parent	Phase	Status	Parameters								
16-JAN-18	Administrative Technology Solutions	Administrative Tech Solutions	FF	443010081	111004108	1603101	403	30000000	Pension and Retirement - Nonfederal	NA	00000	Thomas, Jodie T	150.00
16-JAN-18	Administrative Technology Solutions	Administrative Tech Solutions	FF	443010081	111004108	1603101	403	30000000	FICA Matching - Employer's matching share of Federal Social Security Taxes	NA	00000	Thomas, Jodie T	2
16-JAN-18	Administrative Technology Solutions	Administrative Tech Solutions	FF	443010081	111004108	1603101	403	30000000	FICA Matching - Employer's matching share of Federal Social Security Taxes	NA	00000	Thomas, Jodie T	152.84
16-JAN-18	Administrative Technology Solutions	Administrative Tech Solutions	FF	443010081	111004108	1603101	403	30000000	FICA Matching - Employer's matching share of Federal Social Security Taxes	NA	00000	Thomas, Jodie T	24
16-JAN-18	Administrative Technology Solutions	Administrative Tech Solutions	FF	443010081	111004108	1603101	403	30000000	Pension and Retirement - Nonfederal	NA	00000	Thomas, Jodie T	126.00
16-JAN-18	Administrative Technology Solutions	Administrative Tech Solutions	FF	443010081	111004108	1603101	403	30000000	FICA Matching - Employer's matching share of Federal Social Security Taxes	NA	00000	Thomas, Jodie T	152.84
16-JAN-18	Administrative Technology Solutions	Administrative Tech Solutions	FF	443010081	111004108	1603101	403	30000000	FICA Matching - Employer's matching share of Federal Social Security Taxes	NA	00000	Thomas, Jodie T	24

- You have completed this task.