# 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/servicedesk/selfservice

## PROCEDURE

- **1.** From the MAP<sup>3</sup> 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.

🖃 🛅 <u>wvuhr LD Ebo User</u>	
Labor Schedules	
Distribution Adjustments	
View People Information	
Submit Processes and Reports	
Discoverer View	
🖃 🛅 <u>Scheduling Reports</u>	
🖃 🛅 Distribution Reports	
🕀 🛅 Workflow	

Submit a New Request	×
What type of request do you want to run?	
• Single <u>R</u> equest	
This allows you to submit an individual request.	
Request Set This allows you to submit a pre-defined set of requests.	
<u>O</u> K <u>C</u> ancel	

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	Сору	
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 Notify Print to	Options   Delivery Opts	
Help ( <u>C</u> )	Sub <u>m</u> it 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
WU Fringe Actual Detail Report	WVU HR A
WUHR Graduate Assistants Report	WVU HR A
	Ð
Eind 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				
	( <u>o</u> k	Cancel	Clear	Help

6. Complete the following Parameters fields:

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

🖸 Submit Request		×
Run this Request		
		Сору
Name	WVU Fringe Actual Detail Report	
Operating Unit		
Parameters	01-jan-14:31-jan-14: 69990	
Language	American English	
	Language Settings	Debug Options
At these Times		
Run the Job	As Soon as Possible	Sche <u>d</u> ule
Upon Completion		
	✓ Save all Output Files	
Layout		Options
Notify		
Print to	noprint	Delivery Opts
Help ( <u>C</u> )	Sub <u>m</u> it	Cancel

**8.** To run the report, click the *Submit* button.

Requests					
<u>R</u> efresh Data	Find Request	s	s	ub <u>m</u> it a New Request	
Request ID	Parent				
Name		Phase	Status	Parameters	
302629861 WV/U Fringe Acti	ual Detail F	Running	Normal	Fringe_Actual_By_Employee,	<b>A</b> .
					2
					5
Hold Request	View Details.			View Output	
Cancel Request	Diagnostics			View Log	
<u> </u>					

- 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.

OViewer Optic	in		×
	Browser		
Viewer	MS Excel		<b>-</b>
		<u>O</u> k	Cancel

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.

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**12.** You have completed this task.