Navigating to the Query Viewer

Login to the “myFSU Portal” and click on the HR link on the upper left hand side of the page.

On the Human Resources page, click the “Nav Bar” button on the upper right hand side of the page, the NavBar slides out.

Click the “Navigator” button, the NavBar: Navigator slides out.

Click the “Reporting Tools” button.
Enter the Query Name, then click the Search button.

The Query appears

The first thing you will want to do is click the “Add to Favorites” link.

Click the link to one of the data formats to run the query.
Alternate Navigation to the Query Viewer

Login to the “myFSU Portal” and click on the HR button on the upper left hand side of the page.

The “Employee Self Service” page appears. Click the Employee Self Service drop-down and select HR Administration.

On the HR Administration page, click the Employee Data Management tile.
On the Employee Data Management page, click the Query Viewer button and enter the query name, then click search.

The Query appears

The first thing you will want to do is click the “Add to Favorites” link.

Click the link to one of the data formats to run the query.
Navigating to the Query Viewer Using Favorites

Login to the “myFSU Portal” and click on the HR link on the upper left hand side of the page.

On the Human Resources page, click the “Nav Bar” button on the upper right hand side of the page, the NavBar slides out.

Click the “My Favorites” button, the NavBar: My Favorites slides out.

Click the Query Viewer button.
The Query Viewer appears. The query you saved to your favorites will appear in the “My Favorite Queries” list.

Click the link to one of the data formats to run the query.
For each query that you run, you will enter the following:

- **Empl ID**—FSU employee’s ID
- **% Effort**—Percentage of effort equivalent to the person months of salary being requested
- **9mth during summer Y/N**— enter “Y” to exclude health insurance, enter “N” to include health insurance

**Example Query: 9 month faculty member requesting 1 month of summer salary**

- **FSU_SRAS_RAMP_FRINGE_BEN_CALC - Calc’d Fringe per Emplid**
- **Empl ID**
- **% Effort**
- **9mth during summer Y/N**

**Example Query: 12 month faculty member requesting 1 month of salary**

- **FSU_SRAS_RAMP_FRINGE_BEN_CALC - Calc’d Fringe per Emplid**
- **Empl ID**
- **% Effort**
- **9mth during summer Y/N**

**Example Query: Named OPS Personnel**

- **FSU_SRAS_RAMP_FRINGE_BEN_CALC - Calc’d Fringe per Emplid**
- **Empl ID**
- **% Effort**
- **9mth during summer Y/N**
Based on the information entered, the query will calculate the Fringe % (percentage) to be entered in the RAMP Grants budget.

Below are some examples of query results.

**Example Results: 9 month faculty requesting 1 month of summer salary**

```plaintext
<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Annual Rl</th>
<th>Comp Freq</th>
<th>% Entered</th>
<th>Proposal Salary</th>
<th>Summer YN</th>
<th>Position FTE</th>
<th>Health</th>
<th>HSA</th>
<th>Life</th>
<th>Retirement</th>
<th>Social Security</th>
<th>Medicare</th>
<th>Worker's Comp</th>
<th>Terminal Leave</th>
<th>Fringe %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>096513.990</td>
<td>19.5</td>
<td>11.11</td>
<td>10722.70</td>
<td>Y</td>
<td>100.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>933.94</td>
<td>664.00</td>
<td>155.47</td>
<td>10.72</td>
<td>64.32</td>
<td>17.05</td>
</tr>
</tbody>
</table>
```

**Example Results: 12 month faculty requesting 1 month of salary**

```plaintext
<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Annual Rl</th>
<th>Comp Freq</th>
<th>% Entered</th>
<th>Proposal Salary</th>
<th>Summer YN</th>
<th>Position FTE</th>
<th>Health</th>
<th>HSA</th>
<th>Life</th>
<th>Retirement</th>
<th>Social Security</th>
<th>Medicare</th>
<th>Worker's Comp</th>
<th>Terminal Leave</th>
<th>Fringe %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>129020.112</td>
<td>26.1</td>
<td>8.33</td>
<td>10747.43</td>
<td>N</td>
<td>100.00</td>
<td></td>
<td>844.32</td>
<td>0.00</td>
<td>3.57</td>
<td>936.10</td>
<td>666.34</td>
<td>155.83</td>
<td>10.74</td>
<td>64.43</td>
<td>24.54</td>
<td></td>
</tr>
</tbody>
</table>
```

**Example Results: Named OPS (Grad Student)**

```plaintext
<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Annual Rl</th>
<th>Comp Freq</th>
<th>% Entered</th>
<th>Proposal Salary</th>
<th>Summer YN</th>
<th>Position FTE</th>
<th>Health</th>
<th>HSA</th>
<th>Life</th>
<th>Retirement</th>
<th>Social Security</th>
<th>Medicare</th>
<th>Worker's Comp</th>
<th>Terminal Leave</th>
<th>Fringe %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>27314.25</td>
<td>26.1</td>
<td>100.00</td>
<td>27314.25</td>
<td>N</td>
<td>1965.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>27.31</td>
<td>0.00</td>
<td>7.69</td>
<td></td>
</tr>
</tbody>
</table>
```