

### 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.



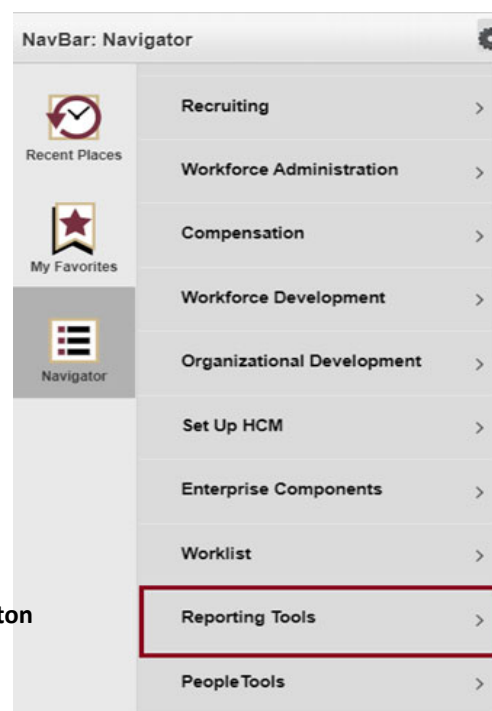
NavBar



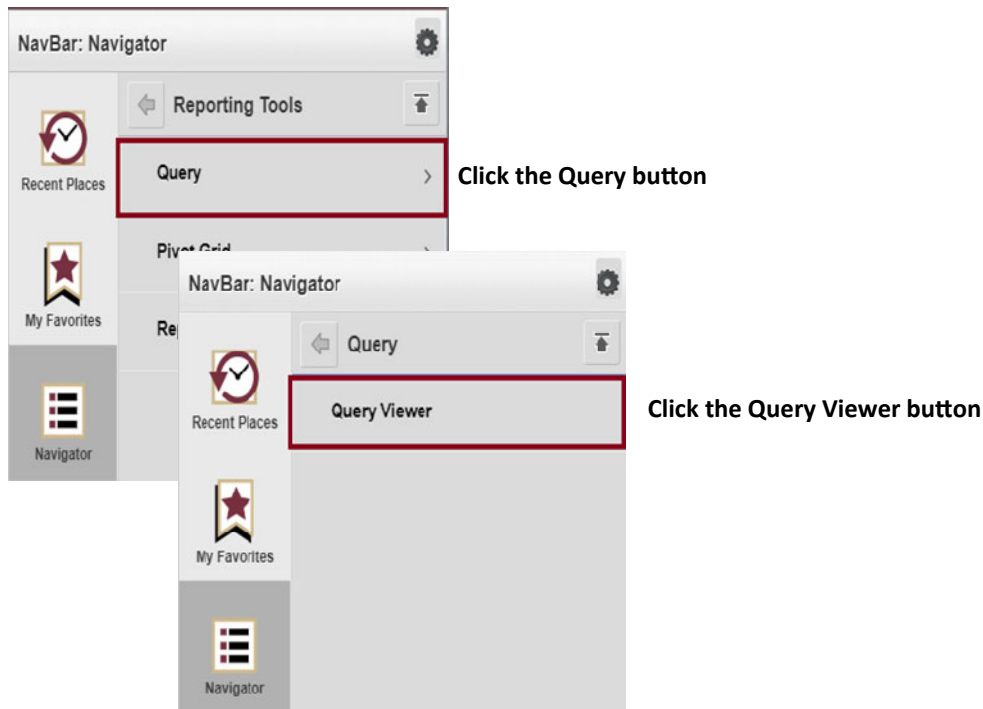
On the Human Resources page, click the “Nav Bar” button on the upper right hand side of the page, the NavBar slides out.



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



Click the “Reporting Tools” button



Enter the Query Name, then click the Search button.



### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

### The Query appears

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSU_SRAS_RAMP_FRINGE_BEN_CALC	Calc'd Fringe per Emplid	Public	DEPARTMENT	HTML	Excel	XML	Schedule	Lookup References	<a href="#">Favorite</a>

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

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSU_SRAS_RAMP_FRINGE_BEN_CALC	Calc'd Fringe per Emplid	Public	DEPARTMENT	<a href="#">HTML</a>	Excel	XML	Schedule	Lookup References	Favorite

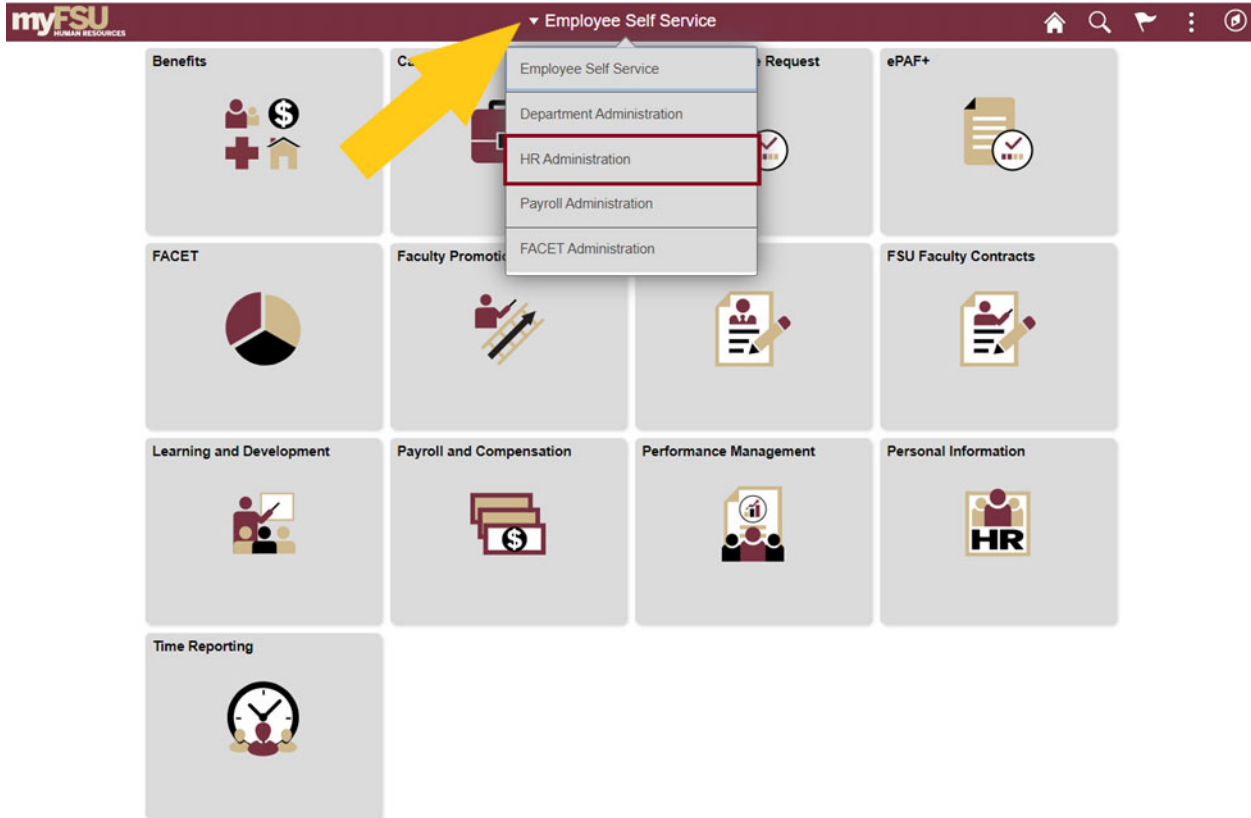
Click the link to one of the data formats to run the query.

## 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.

HR Administration Employee Data Management

Print | New Window | Help | Personalize Page

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

Search Advanced Search

- Job Data
- Department Budget Table
- Modify a Person
- Identification Data
- Approve ePAF+
- Query Viewer**

The Query appears

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSU_SRAS_RAMP_FRINGE_BEN_CALC	Calc'd Fringe per Emplid	Public	DEPARTMENT	HTML	Excel	XML	Schedule	Lookup References	<b>Favorite</b>

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

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSU_SRAS_RAMP_FRINGE_BEN_CALC	Calc'd Fringe per Emplid	Public	DEPARTMENT	<b>HTML</b>	Excel	XML	Schedule	Lookup References	Favorite

Click the link to one of the data formats to run the query.

## Navigating to the Query Viewer Using Favorites

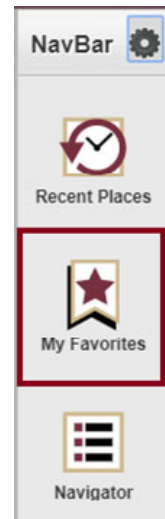
Login to the “myFSU Portal” and click on the HR link on the upper left hand side of the page.



NavBar



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.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

#### My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
FSU_SRAS_RAMP_FRINGE_BEN_CALC	Calc'd Fringe per Emplid	Public	DEPARTMENT	HTML	Excel	XML	Schedule	Lookup References

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  Enter FSU Employee ID

% Effort  Enter percentage of effort

9mth during summer Y/N  Enter "Y" to exclude health insurance

[View Results](#)

Row	Name	Empl ID	Empl Record	Annual Rt	Comp Freq	% Entered	Proposal Salary	Summ
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### Example Query: 12 month faculty member requesting 1 month of salary

#### FSU\_SRAS\_RAMP\_FRINGE\_BEN\_CALC - Calc'd Fringe per Emplid

Empl ID  Enter FSU Employee ID

% Effort  Enter percentage of effort

9mth during summer Y/N  Enter "N" to include health insurance

[View Results](#)

Row	Name	Empl ID	Empl Record	Annual Rt	Comp Freq	% Entered	Proposal Salary	Summ
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### Example Query: Named OPS Personnel

#### FSU\_SRAS\_RAMP\_FRINGE\_BEN\_CALC - Calc'd Fringe per Emplid

Empl ID  Enter FSU Employee ID

% Effort  Enter percentage of effort

9mth during summer Y/N  Enter "N" to include health insurance

[View Results](#)

Row	Name	Empl ID	Empl Record	Annual Rt	Comp Freq	% Entered	Proposal Salary	Summ
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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**

Calc'd Fringe per Emplid 1																	
Name	Empl ID	Empl Record	Annual Rt	Comp Freq	% Entered	Proposal Salary	Summer Y/N	Position FTE	Health	HSA	Life	Retirement	Social Security	Medicare	Worker's Comp	Terminal Leave	Fringe %
		0	96513.990	19.5	11.11	10722.70	Y	100.00%	0.00	0.00	0.00	933.94	664.80	155.47	10.72	64.33	17.06



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

Calc'd Fringe per Emplid 1																	
Name	Empl ID	Empl Record	Annual Rt	Comp Freq	% Entered	Proposal Salary	Summer Y/N	Position FTE	Health	HSA	Life	Retirement	Social Security	Medicare	Worker's Comp	Terminal Leave	Fringe %
		0	129020.813	26.1	8.33	10747.43	N	100.00%	844.32	0.00	3.57	936.10	666.34	155.83	10.74	64.48	24.94



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

Calc'd Fringe per Emplid 1																	
Name	Empl ID	Empl Record	Annual Rt	Comp Freq	% Entered	Proposal Salary	Summer Y/N	Position FTE	Health	HSA	Life	Retirement	Social Security	Medicare	Worker's Comp	Terminal Leave	Fringe %
		2	27314.250	26.1	100.00	27314.25	N		1965.00	0.00	0.00	0.00	0.00	0.00	27.31	0.00	7.89

