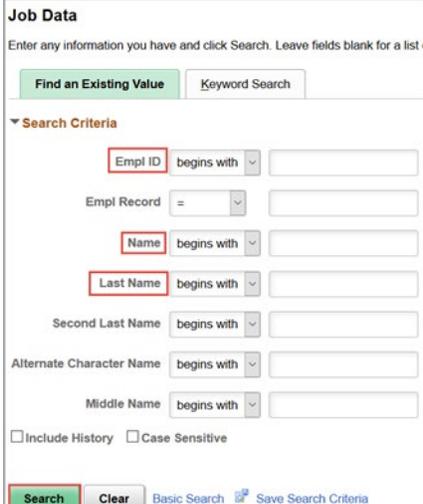


View Current Job Information for an Incumbent

The Job Data page is used to view position information such as work location (position number, physical location, department, assignment dates), job information (job code, Reports To, part-time/full-time status), and compensation (salary information, e.g. daily, weekly, monthly and annual pay rate).

1. Navigate to: **NavBar > Menu > HRMS > Workforce Administration > Job Information > Job Data**
2. The Current Job search page is displayed. This page provides several options for performing a search. The most common search method is by Empl ID or Name.
3. Enter the search parameter in the appropriate field and click the **Search** Button



The **Job Data** page is displayed. This page is divided into four tabs: **Work Location** (default tab), **Job Information**, **Job Labor**, and **Compensation**.



The **Work Location** page shows the overall job data. It shows the Effective Date of the current job record, the Position number, Position entry date, Company, Business Unit, Department, Location, etc.

This page also shows an employee's start date, status, the effective date of the current record, and the actions/reasons that this record was entered.

Historical records can be accessed by checking **Include History** from the search page and then clicking through the arrows at the top of the job record.

Work Location | Job Information | Job Labor | Compensation

Employee: Sam Maverick | Empl ID: 1000067890 | Empl Record: 0

Work Location Details

Effective Date	09/01/2020	Action	Position Change
Effective Sequence	0	Reason	Position Data Update
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		Current
Position Number	10010225	Position Title	Business Support Analyst I
Position Entry Date	01/21/2020		
Regulatory Region	USA	Country	United States
Company	ARL	Company Name	University of Texas, Arlington
Business Unit	UTA11	Business Unit	VP of Information Technology
Department	340301	Department	OIT Knowledge Services
Department Entry Date	01/21/2020		
Location	ARL	Location	ARLINGTON
Establishment ID	ARL	Establishment	UT Arlington
		Date Created	09/22/2020
Last Start Date	02/01/2017		
Expected Job End Date		<input type="checkbox"/>	End Job Automatically

Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History

This will allow a user to view all the actions on an employee’s position.

The **Job Information** page is used to view job code, job title, and Reports To information. Also, it provides part-time/full-time status, hours per week, and FTE (Full-Time Equivalent) information.

Work Location | **Job Information** | Job Labor | Compensation

Employee: Sam Maverick | Empl ID: 1000067890 | Empl Record: 0

Job Information Details

Effective Date	11/15/2018	Action	Position Change
Effective Sequence	1	Reason	Position Reports To Change
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		Current
Job Code	10076	Job Title	Student Assistant
Entry Date	09/27/2017		
Supervisor Level	Reports To: 10010647	Supervisor Title	Personal Computing Specialist 1000012345
Regular/Temporary	Regular	Full/Part	Part-Time
Empl Class	Student	Officer Code	Not Applicable
Regular Shift	Not Applicable	Shift Rate	
Classified Ind		Shift Factor	

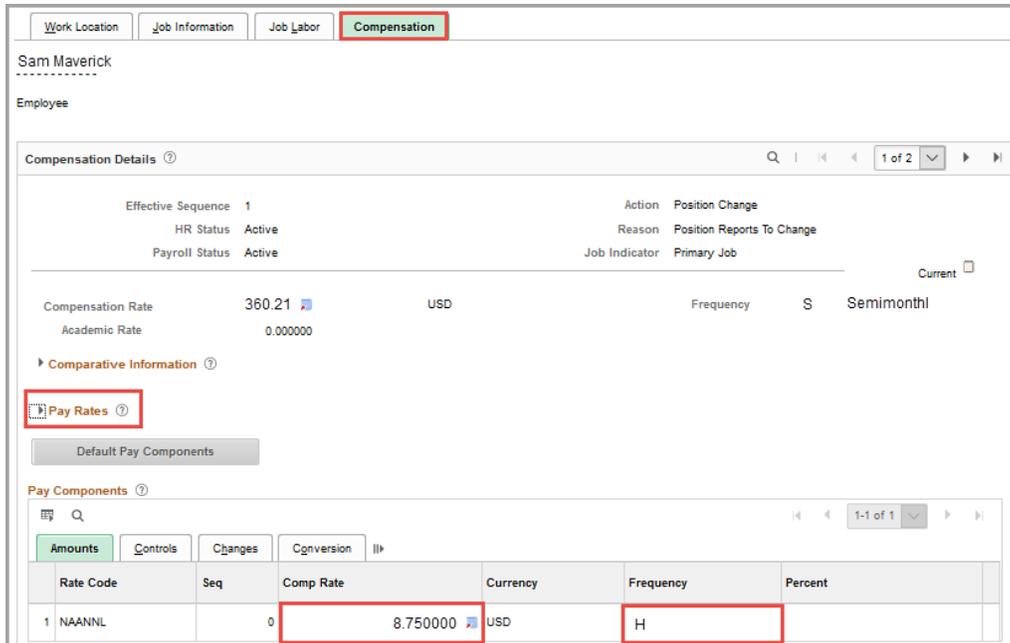
Standard Hours

Standard Hours	19.00	Work Period	W	Weekly
FTE	0.475000			

Adds to FTE Actual Count? Encumbrance Override

Note: The Job Labor page is not used at UT Arlington

The **Compensation** page is used to view the incumbent's salary information such as the compensation rate and compensation frequency (monthly, hourly, or contract).



Sam Maverick
Employee

Compensation Details

Effective Sequence 1
 HR Status Active
 Payroll Status Active

Action Position Change
 Reason Position Reports To Change
 Job Indicator Primary Job

Current

Compensation Rate 360.21 USD
 Academic Rate 0.000000
 Frequency S Semimonthly

Comparative Information

Pay Rates

Default Pay Components

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	8.750000 USD	USD	H	

The **Pay Rates** section displays an employee's *Daily*, *Weekly*, *Monthly*, and *Annual* pay rate. To view the pay rates, click the expand arrow to open the section.



Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
Daily	33.250000	USD	Monthly	720.416666	USD
Weekly	166.250000	USD	Annual	8,644.999992	USD