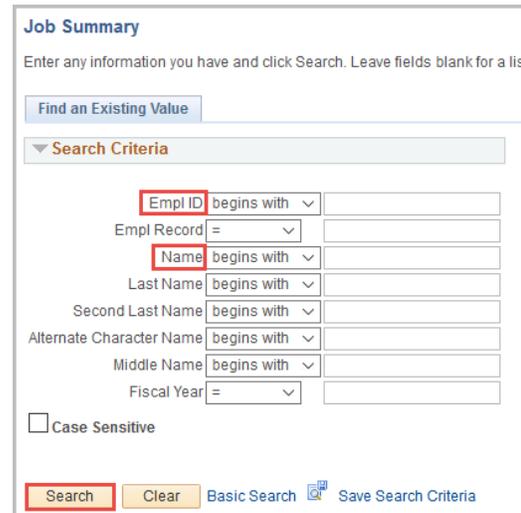


View Job History for an Incumbent

The purpose of this job aid is to explain how to view job history. The Job Summary page displays tabled job history by fiscal year for an incumbent. This page provides historical data such as job code, position number, Reports To, salary information, e.g. daily, weekly, monthly, and annual pay rate, and funding information.

- 1) Navigate to: **NavBar > Menu > HRMS > UTZ Customizations > Human Resources > Job Summary**
- 2) The **Job Summary** 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
- 4) Click the **Search** button.



Job Summary
Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

▼ Search Criteria

Empl ID begins with []

Empl Record = []

Name begins with []

Last Name begins with []

Second Last Name begins with []

Alternate Character Name begins with []

Middle Name begins with []

Fiscal Year = []

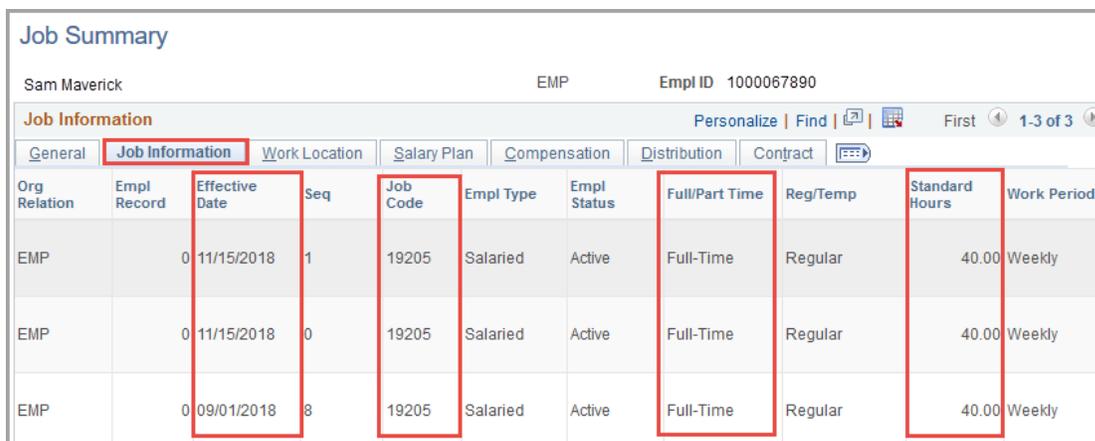
Case Sensitive

Search Clear Basic Search Save Search Criteria

The **Job Summary** page is divided into seven tabs: **General** (default tab), **Job Information**, **Work Location**, **Salary Plan**, **Compensation**, **Distribution**, and **Contract**. This page displays historical data for an incumbent such as job history, salary, and funding source information.



The **Job Information** page provides the employee's job code history, the effective date for the job, full/part-time status, and standard work hours.



Org Relation	Empl Record	Effective Date	Seq	Job Code	Empl Type	Empl Status	Full/Part Time	Reg/Temp	Standard Hours	Work Period
EMP	0	11/15/2018	1	19205	Salaried	Active	Full-Time	Regular	40.00	Weekly
EMP	0	11/15/2018	0	19205	Salaried	Active	Full-Time	Regular	40.00	Weekly
EMP	0	09/01/2018	8	19205	Salaried	Active	Full-Time	Regular	40.00	Weekly

The **Work Location** tab provides the employee’s position number history, description of the position, and Reports To information.

Job Summary

Sam Maverick EMP Empl ID 1000067890

Job Information Personalize Find First 1-3 of 3 Last

General Job Information **Work Location** Salary Plan Compensation Distribution Contract

Org Relation	Empl Record	Effective Date	Seq	Position	Description	Company	Department	Location	Reports To
EMP	0	11/15/2018	1	10085582	Business Support Analyst I	ARL	BATS	ARLINGTON	10081111
EMP	0	11/15/2018	0	10085582	Business Support Analyst I	ARL	BATS	ARLINGTON	10081111
EMP	0	09/01/2018	8	10085582	Business Support Analyst I	ARL	BATS	ARLINGTON	10081110

The **Salary Plan** tab provides the employee’s salary plan history, grade, and frequency.

Job Summary

Sam Maverick EMP Empl ID 1000067890

Job Information Personalize Find First 1-3 of 3 Last

General Job Information Work Location **Salary Plan** Compensation Distribution Contract

Org Relation	Empl Record	Effective Date	Seq	Sal Plan	Grade	Step	Pay Group	Frequency
EMP	0	11/15/2018	1	CLAS	10		0 MON	Monthly
EMP	0	11/15/2018	0	CLAS	10		0 MON	Monthly
EMP	0	09/01/2018	8	CLAS	10		0 MON	Monthly

The **Compensation** tab provides the employee’s compensation rate history such as annual, monthly, daily, and hourly rate of pay.

Job Summary

Sam Maverick EMP Empl ID 1000067890

Job Information Personalize Find First 1-3 of 3 Last

General Job Information Work Location Salary Plan **Compensation** Distribution Contract

Org Relation	Empl Record	Effective Date	Seq	Annual Rate	Monthly Rate	Daily Rate	Hourly Rate	Currency	Change Percent
EMP	0	11/15/2018	1	53200.000		204.615	25.576923	USD	
EMP	0	11/15/2018	0	53200.000		204.615	25.576923	USD	
EMP	0	09/01/2018	8	53200.000		204.615	25.576923	USD	2.308

The **Distribution** tab displays the history of funding distribution for the employee. This information includes the cost center/project used to fund the employee's position, position number, and the percentage of the funding distribution

Job Summary

Nita Alexander EMP Empl ID 1000309768

Job Information Personalize Find First 1-3 of 3

General Job Information Work Location Salary Plan Compensation **Distribution** Contract

Org Relation	Empl Record	Effective Date	Seq	Fiscal Year	Earnings Code	Project	PC Business Unit	Department	Cost Center	Position Number	Combination Code	Percent of Distribution	Begin Date	End Date
EMP	0	11/15/2018	1	2019				320105	310172	10085582	100146528	100.000	09/01/2018	08/31/2019
EMP	0	11/15/2018	0	2019				320105	310172	10085582	100146528	100.000	09/01/2018	08/31/2019
EMP	0	09/01/2018	8	2019				320105	310172	10085582	100146528	100.000	09/01/2018	08/31/2019

If the employee is contract pay, i.e. faculty, the **Contract** tab displays the contract number and the start and end dates of the contract.

Job Summary

EMP Empl ID

Job Information Personalize Find First 1-3 of 3 Last

Work Location Salary Plan Compensation Distribution **Contract**

Org Relation	Empl Record	Effective Date	Seq	Contract #	Begin Date	End Date
EMP	0	11/15/2018	1			
EMP	0	11/15/2018	0			
EMP	0	09/01/2018	8			