Job Data

This screen provides information about the employee's job. There is no personal data on this screen.

Contents (Updated: May 2003)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Data Search Box</td>
<td>02</td>
</tr>
<tr>
<td>Search Results</td>
<td>03</td>
</tr>
<tr>
<td>Job Information Page</td>
<td>05</td>
</tr>
<tr>
<td>Payroll Page</td>
<td>06</td>
</tr>
<tr>
<td>Salary Plan Page</td>
<td>07</td>
</tr>
<tr>
<td>Compensation Page</td>
<td>08</td>
</tr>
<tr>
<td>Earnings Distribution Page</td>
<td>09</td>
</tr>
</tbody>
</table>

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Job Data Search Box

**Find an Existing Value**

- **EmplID:**
- **Empl Rcd Nbr:**
- **Name:**
- **Last Name:**
- **Alternate Character Name:**
- **Personnel Status:**
- Include History
- Correct History

**Action:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | **Follow this menu path:**  
Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data |
| 2    | Enter Employee’s ID in the **EmplID** field or enter the employee’s last name in **Last Name** field. |
| 3    | Select **Search** |
All Employees in your department with the same name as the one you typed in the Last Name Field will appear. Select desired employee. If there is only one person in your department with the same last name, their information will appear.
Work Location Page

- Employee ID: 412376
- Email Address: 0
- Effective Date: 02/01/2002
- Effective Sequence: 0
- Job Indicator: Primary Job
- Position Number: 00020166
- Position Data Override: False
- Position Management Record: False
- Position Entry Date: 02/01/2002
- Regulatory Region: USA
- Company: NOM
- Business Unit: NOM
- Department: COMP
- Location: NEL
- Supervisor ID: 
- Reports To: 
- Establishment ID: 
- Encumbrance Override: False

Screen shot only - no instructions here
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## Job Earnings Distribution Page

### Earnings Distribution Type

- **Effective Date:** 02/01/2002
- **Effective Sequence:** 0
- **Job Indicator:** Primary Job
- **Action / Reason:** Hire
- **Comp Rate:** 12500000
- **Comp Frq:** H Hourly
- **Earnings Distribution Type:** By Percent

### Job Earnings Distribution

<table>
<thead>
<tr>
<th>Position</th>
<th>Unit</th>
<th>Department</th>
<th>Job Code</th>
<th>Std Hrs</th>
<th>Distri %</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Pay Type</td>
<td>Account Code</td>
<td>Compensation Rate</td>
<td>Std Hrs</td>
<td>Distri %</td>
<td></td>
</tr>
<tr>
<td>1127001-9350</td>
<td>1127001-9350</td>
<td>500000</td>
<td>50000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL Pay Type</td>
<td>Account Code</td>
<td>Compensation Rate</td>
<td>Std Hrs</td>
<td>Distri %</td>
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<tr>
<td>1327312-7000</td>
<td>1327312-7000</td>
<td>500000</td>
<td>50000</td>
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</tbody>
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*screen shot only - no instructions here*