View Employee Job Summary

The employee job summary (called Workforce Job Summary) contains information about the pay period, pay components, and distribution details for an employee.

1. Navigate to Workforce Administration > Job Information > Review Job Information > Workforce Job Summary.

   Note: Records prior to April 2015 are not displayed in Workforce Job Summary.

   The Workforce Job Summary page displays.

   + The page contains multiple tabs displaying various summary information.
   + The General tab displays the employee’s organization and hire date for that job record.
   + The most current position shows an Empl Record of 0; the previous one (if it exists) would be numbered 1 and the order continues back to the initial hire.
   + The number of records the employee has displays here. If there is more than one record, page through them or click <View All> to see all records on one page.

2. Click the Job Information tab to view the job code, type of employment, and other details.