

Current Job

Main Menu > Workforce Administration > Job Information > Current Job

Current Job

Find an Existing Value

Search Criteria **1**

Empl ID:	begins with	
Empl Record:	=	
Name:	begins with	
Last Name:	begins with	PORTILLO
Second Last Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

Case Sensitive

Search **2** Clear Basic Search Save Search Criteria

Search Results

View All First 1-42 of 42 Last

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
6001006173	0	Ana Portillo	Ana	Portillo	(blank)	(blank)	G
6001044248	0	Jaime Portillo	Jaime	Portillo	(blank)	(blank)	(blank)
6001125959	0	Daniel Portillo	Daniel	Portillo	(blank)	(blank)	(blank)

1. Use **Search Criteria** to find an employee.
2. Click **Search** button.
3. Select correct Employee record.
4. Under the **Work Location** tab view current job information in the red boxes below for the employee selected.

Work Location Job Information Job Labor Compensation

Jaime Portillo **4**
Employee Empl ID: 6001044248
Empl Record: 0

Work Location

Find First 1 of 1 Last Go To Row

Effective Date:	12/03/2014	Action:	Rehire
Effective Sequence:	0	Reason:	Rehire - Same Institution
HR Status:	Active	Job Indicator:	Primary Job
Payroll Status:	Active		Current
Position Number:	10019678		Undergraduate Assistant I

Override Position Data

Position Entry Date:	12/03/2014	<input type="checkbox"/> Position Management Record
Regulatory Region:	USA	United States
Company:	ELP	University of Texas, El Paso
Business Unit:	UTE04	Business Affairs
Department:	301500	PeopleSoft
Department Entry Date:	12/03/2014	



PeopleSoft Tips

- Save this page as a favorite by using the "Add to My Links" hyperlink located at the top of the screen.
- You can also search for a current employee job by entering an employee **Empl ID**.

Current Job

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

Jaime Portillo 5 Empl ID: 6001044248
Employee Empl Record: 0 6

Job Information Find First 1 of 1 Last Go To Row

Effective Date: 12/03/2014
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Job Code: 10070 Undergraduate Assistant I
Entry Date: 12/03/2014
Supervisor Level:
Reports To: 10020153 Manager 6001010117 Jaime Huerta
Regular/Temporary: Regular Full/Part: Part-Time
Empl Class: Student Officer Code: Not Applicable
Regular Shift: N/A Shift Rate:
Classified Ind: Classified Shift Factor:

Standard Hours

Standard Hours: 19.00 Work Period: W Weekly
FTE: 0.475000

Adds to FTE Actual Count? Encumbrance Override

5. Under **Job Information** tab view current job information for the employee selected. Review all relevant job information included on the page.

Compensation Find First 1 of 1 Last Go To Row

Effective Date: 12/03/2014
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Compensation Rate: 298.458333 Frequency: S Semimonthly
Academic Rate: 0.000000

▸ Comparative Information
▸ **Pay Rates**

Default Pay Components

Pay Components Personalize Find First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	7.250000	USD	H	

Calculate Compensation

6. Under **Compensation** tab view current pay rate information for the employee selected. Review all relevant compensation information included on the page.



PeopleSoft Tip

- Pay Rates section lists the Daily, Weekly, Monthly, and Annual pay rates.