Job Summary
Main Menu > UTZ Customizations > Human Resources > Job Summary

1. Search for employee’s Job Summary information by using the Employee ID or Last Name and click Search.

2. **General tab**: Use tab to see the date the last change was made to the job.

3. **Job Information tab**: Use tab to locate the job code and basic job status information.

**PeopleSoft Tips:**
- The job summary page allows you to search by Employee ID or Last Name.
- Use tabs to navigate to additional job information.
Job Summary – continued

4. **Work Location tab**: Use tab to find position ID, department and location.

5. **Salary Plan tab**: Use tab to find salary plan, pay group, and pay frequency.

6. **Compensation tab**: Use tab to view various compensation amounts and effective date.

7. **Distribution tab**: Use tab to view the appointment allocation by cost center/project, percent, periods.

**PeopleSoft Tip**: Use to expand all tabs and view job information in a single line.