

# 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**.

**Job Summary**  
Enter any information you have and

Find an Existing Value

Search Criteria

Empl ID:	begins with	600XXXXXX
Empl Record:	=	
Name:	begins with	
Last Name:	begins with	
Second Last Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

Case Sensitive

Search Clear Basic Search Save Search Criteria

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## Job Summary

James Garden

Job Information

Personalize | Find | First 1 of 1 Last

General Job Information Work Location Salary Plan Compensation Distribution

Org Relation	Empl Record	Effective Date	Seq	Action	Go To Job
EMP		09/01/2014	0	Pay Rt Chg	Job Data

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

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

Job Information

Personalize | Find | First 1 of 1 Last

General Job Information Work Location Salary Plan Compensation Distribution Contract

Org Relation	Effective Date	Job Code	Empl Type	Empl Status	Full/Part Time	Reg/Temp	Standard Hours	Work Period
EMP	09/01/2014	10405	Salaried	Active	Full-Time	Regular	40.00	Weekly

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### 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.

Job Information						
Effective Date	Position	Description	Company	Department	Location	Reports To
09/01/2014	1099999	Manager	ELP	PeopleSoft	Administra	Jane Doe

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

Job Information						
Org Relation	Effective Date	Sal Plan	Grade	Step	Pay Group	Frequency
EMP	09/01/2014	A&P			0 MON	Monthly

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

Job Information							
Org Relation	Effective Date	Annual Rate	Monthly Rate	Daily Rate	Hourly Rate	Currency	Change Percent
EMP	09/01/2014	71394.000	5949.500	274.592	34.324038	USD	4.000

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

Job Information							
Effective Date	Fiscal Year	Department	Cost Center	Position Number	Percent of Distribution	Begin Date	End Date
09/01/2014	2015	301500	14001699	10099999	100.000	09/01/2014	08/31/2015



### PeopleSoft Tip:

- Use  to expand all tabs and view job information in a single line.