Job Data History

1. Log into PeopleSoft, from the drop down select **Workforce Administrator**.
2. Select the **Commitment Accounting** tile.
3. Next, from the **CA Distribution** select **Job Data**.

4. Under search criteria, enter **Name**, **Employee ID**, or use other search option.
5. Check the **Include History** box.
6. Click **Search**
Job Data History

7. Once you get the search results click on the arrow.
8. “Current” indicates that you are looking at the current appointment data.
9. Click the “arrow” buttons to navigate through the historical data.
10. “History” indicates that you are looking at the historical job appointment data.

PeopleSoft Tip: The job data pages shows historical information for one appointment at a time. Go back to search page to review other appointments with historical