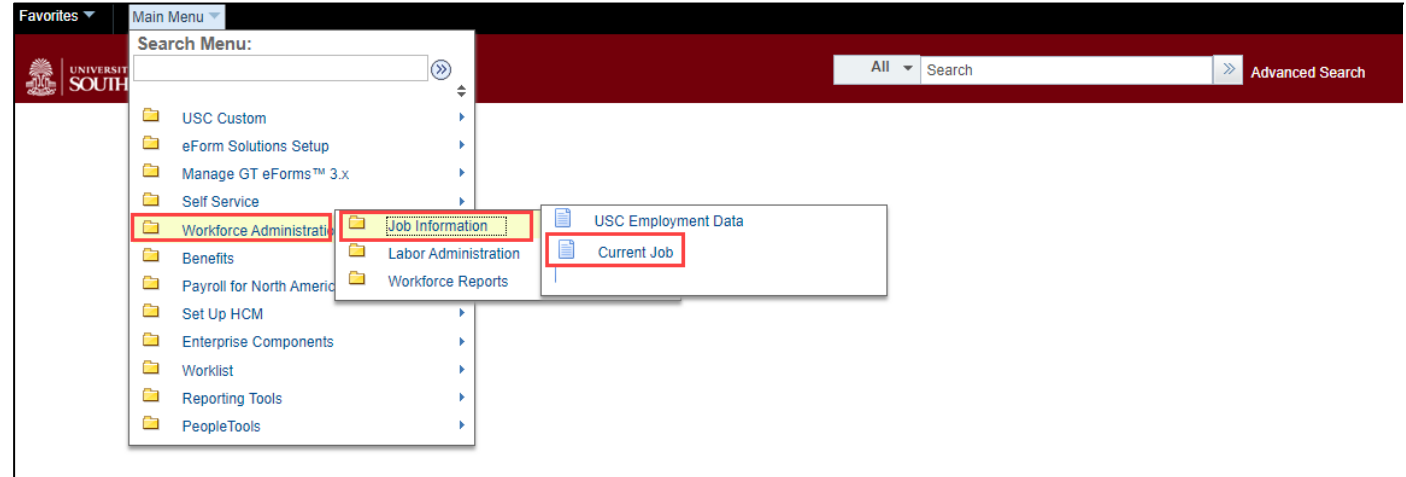| How to navigate to current job in HCM:	
This job aid outlines how Department HR Contacts navigate to Current Job in HCM.	
Navigation: Employee Self Service > NavBar > Classic Home	
Information	**Screenshots**
Those with Department HR Contact access have access to Job Data to review employees within their security. Current Job does not display historical job information. If you need that data please reach out to your College/Division or Campus HR Contact. **Job Data does not display Additional Pay information since that is not part of the employee's base salary.** Note - if you have **Current Job** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below. **Viewing Current Job:** Take the following navigation steps: 1. Click the **NavBar** (compass icon) in the top right corner of the page. 2. Click the **Classic Home** option.	
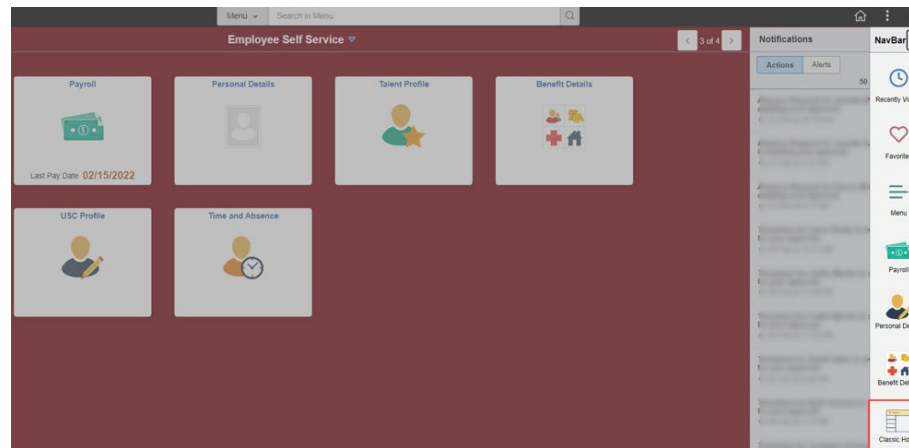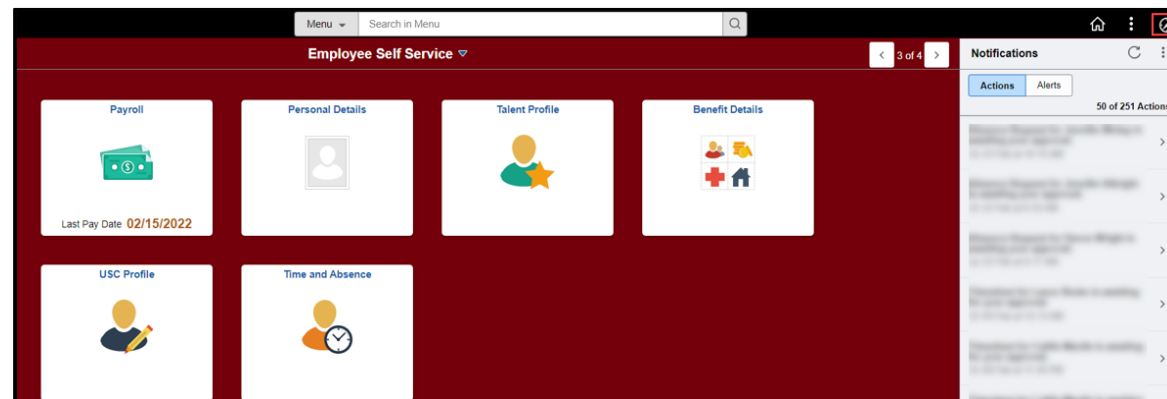
3. Once in **Classic Home** click the Main Menu drop-down button.

4. Make the following selections: **Workforce Administration > Job Information > Current Job**.

5. Search for individual employees by **Name** or **USC ID**.

6. Click the **Search** button.

Favorites ▼	Main Menu ▼

Search Menu:

📁 USC Custom	▶
📁 eForm Solutions Setup	▶
📁 Manage GT eForms™ 3.x	▶
📁 Self Service	▶
📁 Workforce Administration	📁 Job Information ▶	📄 USC Employment Data
📁 Benefits	📁 Labor Administration	📄 Current Job
📁 Payroll for North America	📁 Workforce Reports	
📁 Set Up HCM	▶
📁 Enterprise Components	▶
📁 Worklist	▶
📁 Reporting Tools	▶
📁 PeopleTools	▶

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▾	
Empl Record	= ▾	
Name	begins with ▾	harry
Last Name	begins with ▾	potter
Second Last Name	begins with ▾	
Alternate Character Name	begins with ▾	
Middle Name	begins with ▾	

☐ Include History ☐ Case Sensitive

Search **Clear** Basic Search 💾 Save Search Criteria

If the employee has more than one EMPL record within your security scope, the records will appear for your selection. If only one EMPL record on file within your security, it will automatically take you into Job Data.

7. Click any of the blue links associated with the EMPL record you wish to view.

Job Data is made up of 5 tabs that contain different pieces of the job. All tabs have the same 'header' information (above the light grey line under the Payroll Status and Job Indicator fields). The header data indicates the last time the job was permanently changed, meaning it is the current job as of the Effective date listed.

Work Location Tab:
This tab provides the position number, business unit (campus) department, location and applicable end-dates and auto-termination. Always note the Date Created field as that tells you the date the current action was approved and wrote to job data.

8. Click the **Job Information** tab.

Search Results

View All   1-2 of 2

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
U00000111	0	Harry Potter	Harry	Potter	(blank)	(blank)	James
U00000111	1	Harry Potter	Harry	Potter	(blank)	(blank)	James

Tabs: Work Location | Job Information | Payroll | Salary Plan | Compensation

Harry Potter — Employee   Empl ID U00000111   Empl Record 0

Work Location Details   1 of 1

Effective Date 02/11/2021
Effective Sequence 0 — Action Position Change
HR Status Active — Reason Supervisor change
Payroll Status Active — Job Indicator Primary Job — Current ☐

Go To Row

Position Number 00001593 Associate Professor
Override Position Data
Position Entry Date 08/16/2019
☑ Position Management Record
Regulatory Region USA — United States
Company USC — University of South Carolina
Business Unit SCCOL — USC Columbia
Department 150000 — DARLA MOORE SCH OF BUSINESS
Department Entry Date 08/16/2019
Location 234 — Darla Moore School Of Business
Establishment ID CL01 — Columbia — Date Created 02/11/2021
Last Start Date 08/16/2019
Expected Job End Date — ☐ End Job Automatically

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

Job Information Tab:

- *Job Code* – State classification or unclassified code. Student job code or affiliate job code.
- *Supervisor Information* – Supervisor ID and Reports To should never both be completed. Temporary positions should have the supervisor listed by Supervisor ID and positioned employees have the supervisor listed by Reports To.
- *Regular/Temporary* – Indicates the type of position (Regular = FTE)
- *EMPL Class* – Specifies the type of employee within the Regular/Temporary indicator.
- *Full/Part* – Advises if the position is full or part time.
- *Standard hours* – for all full-time FTE, RGP, TL employees this field will show 40 hours per week even if hours worked are 37.5. Reference queries to find this data.
- *FLSA Status* – You must click the flag icon to expand the section and reveal the FLSA status.

9. Click the **Payroll** Tab.

| Work Location | Job Information | Payroll | Salary Plan | Compensation |

Harry Potter
Employee

Empl ID   U00000111
Empl Record   0

Job Information Details ⑦

1 of 1

Effective Date	02/11/2021
Effective Sequence	0
HR Status	Active
Payroll Status	Active

Action	Position Change
Reason	Supervisor change
Job Indicator	Primary Job

Go To Row

Current

Job Code	UG75	Associate Professor
Entry Date	08/16/2019	
Supervisor Level		
Supervisor ID		
Reports To	00001564	Professor
Regular/Temporary	Regular	
Empl Class	FTE	
Regular Shift	Not Applicable	
Classified Ind	Classified	

Full/Part	Full-Time
Officer Code	None
Shift Rate	
Shift Factor	

Standard Hours ⑦

Standard Hours	40.00	Work Period	W	Weekly
FTE	1.000000	As of Date		02/11/2021
☐ Adds to FTE Actual Count?		☐ Encumbrance Override		
Combined Standard Hours	40.00	FTE	1.000000	

Contract Number ⑦

Contract Number	
Contract Type	

Next Contract Number

🇺🇸 USA
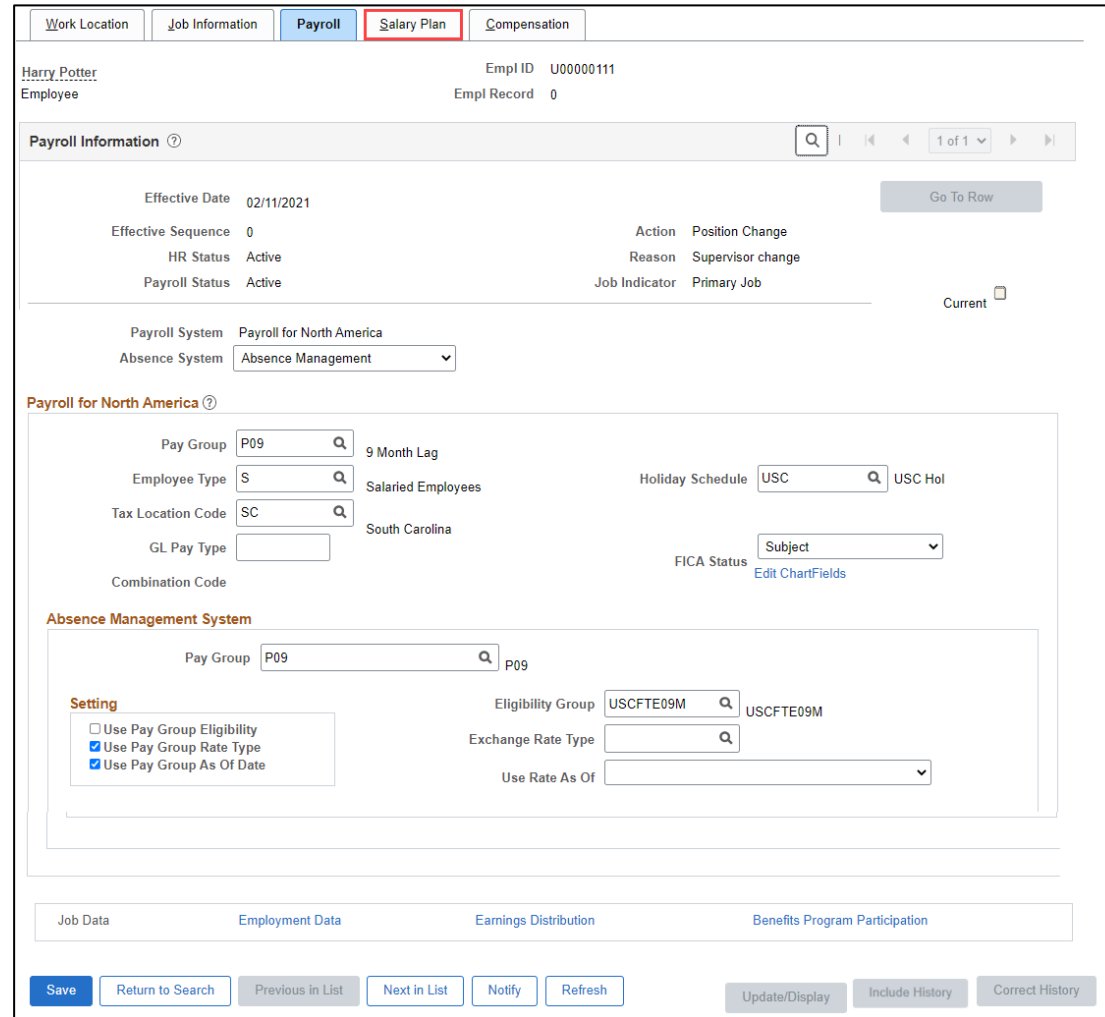
FLSA Status	Exempt	Work Day Hours	
EEO Class	None of the Above		

Payroll Tab:

- **Absence Systems** – If this field says Absence Management that means the employee is enrolled in Absence Management and accrues at least one type of leave (annual or sick).
- **Pay Group** – This indicates how the employee is paid in this position.
- **Employee Type** – Either Salaried or Hourly.
- **Tax Location Code** – This is the state where the employee performs their work for UofSC.
- **Holiday Schedule** – The options are USC, State, or Not eligible.
- **FICA Status** – Indicates FICA tax exception status.
- **Absence Eligibility Group** – The eligibility group the employee is in for absence management purposes.

10. Click the **Salary Plan** Tab.

| Work Location | Job Information | Payroll | Salary Plan | Compensation |

Harry Potter   Empl ID   U00000111
Employee   Empl Record   0

Payroll Information ⑦   1 of 1

Effective Date 02/11/2021   Go To Row

Effective Sequence 0   Action Position Change
HR Status Active   Reason Supervisor change
Payroll Status Active   Job Indicator Primary Job

Current ☐

Payroll System Payroll for North America
Absence System [Absence Management ▾]

Payroll for North America ⑦

Pay Group [P09] 9 Month Lag
Employee Type [S] Salaried Employees   Holiday Schedule [USC] USC Hol
Tax Location Code [SC] South Carolina
GL Pay Type [   ]   FICA Status [Subject ▾]
Combination Code   Edit ChartFields

Absence Management System

Pay Group [P09] P09

Setting   Eligibility Group [USCFTE09M] USCFTE09M
☐ Use Pay Group Eligibility   Exchange Rate Type [   ]
☑ Use Pay Group Rate Type
☑ Use Pay Group As Of Date   Use Rate As Of [▾]

Job Data   Employment Data   Earnings Distribution   Benefits Program Participation

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]   [Update/Display] [Include History] [Correct History]

The Salary Plan Tab:

- **Salary Admin Plan** – This field indicates either classified or unclassified based on the job code.
- **Grade** – This refers to the State of SC Pay Bands 1-10. Unclassified positions appear as B00 meaning not in a pay band.

11. Click the **Compensation** tab.

| Work Location | Job Information | Payroll | **Salary Plan** | Compensation |

Harry Potter   Empl ID   U00000111
Employee   Empl Record   0

Salary Plan Details ⓘ   🔍 |◄ ◄   1 of 1 ▾   ► ►|

Effective Date   02/11/2021   Go To Row

Effective Sequence   0   Action   Position Change
HR Status   Active   Reason   Supervisor change
Payroll Status   Active   Job Indicator   Primary Job

                                                                              Current 🗒

Salary Admin Plan   UNCL   ⟳ Unclassified Salary Plan
Grade   B00   ⟳ Unclassified Salary Grade   Grade Entry Date   08/16/2019
Step   Step Entry Date
☐ Includes Wage Progression Rule

| Job Data | Employment Data | Earnings Distribution | Benefits Program Participation |

| Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History |

The Compensation Tab:

- **Compensation Rate** – This tells the employee's semimonthly gross paycheck amount. UofSC is on a twice monthly pay schedule.
- **Rate Code** – This tells you the number of months paid or indicates if the employee is paid hourly. This also indicates the pay basis for the employee (9, 10.5, 11, or 12 month basis).
- **Comp Rate** – This is the employee's base salary within the Rate Code listed.

You have successfully navigated through **Current Job**!

Work Location	Job Information	Payroll	Salary Plan	Compensation

Harry Potter   Empl ID   U00000111
Employee   Empl Record   0

Compensation Details ⑦   🔍 | ◄◄ ◄ 1 of 1 ⌄ ► ►►

Effective Date	02/11/2021
Effective Sequence	0
HR Status	Active
Payroll Status	Active

Go To Row

Action	Position Change
Reason	Supervisor change
Job Indicator	Primary Job

☐ Current

Compensation Rate   4,958.333209   Frequency   S   Semimonthl

▶ Comparative Information ⑦

▶ Pay Rates ⑦

Default Pay Components

Pay Components ⑦   📋 🔍   ◄◄ ◄ 1-1 of 1 ⌄ ► ►►

Amounts	Controls	Changes	Conversion	‖►

	Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1	SC9	0	89,250.000000	USD	SC9			

Calculate Compensation

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation

Save	Return to Search	Previous in List	Next in List	Notify	Refresh		Update/Display	Include History