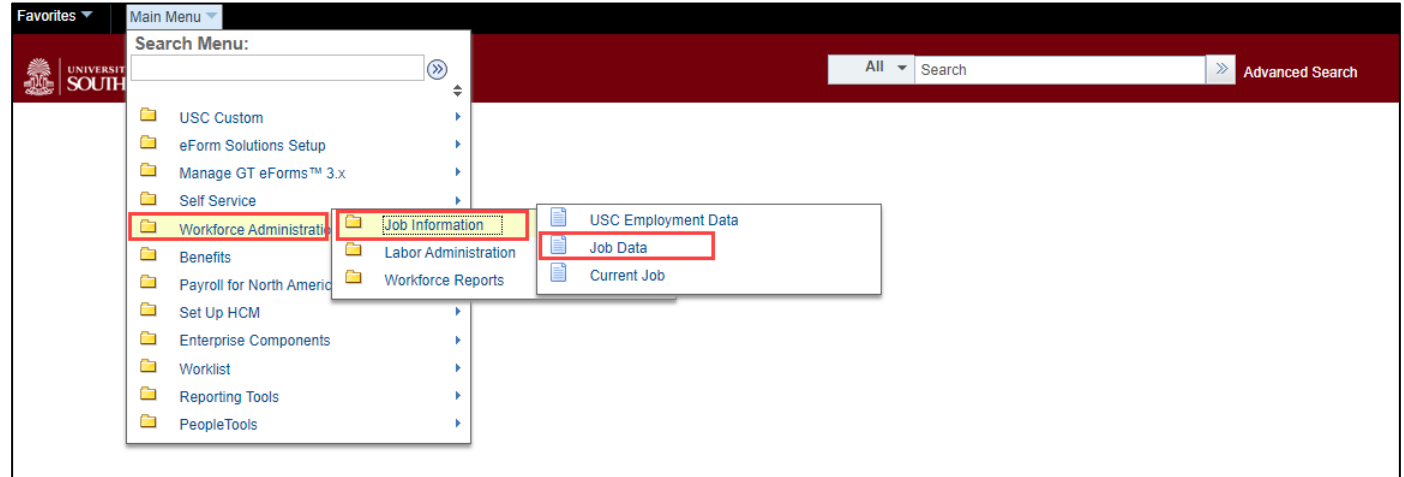| How to navigate to job data in HCM:	
This job aid outlines how College/Division and Campus HR Contacts navigate to Job Data in HCM.	
Navigation: Employee Self Service > NavBar > Classic Home	
Information	**Screenshots**
Those with HR College/Division or HR Campus have access to Job Data to review employees within their security. **Job Data does not display Additional Pay information since that is not part of the employee's base salary.** Note if you have **Job Data** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below. **Viewing Job Data:** 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.	
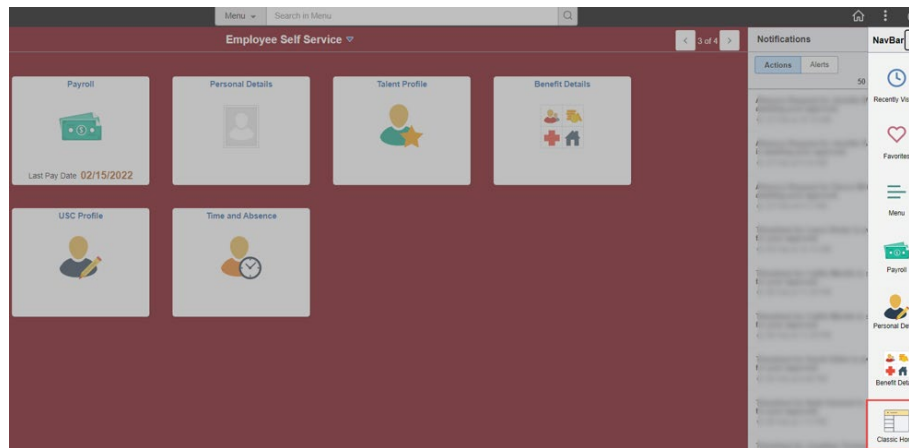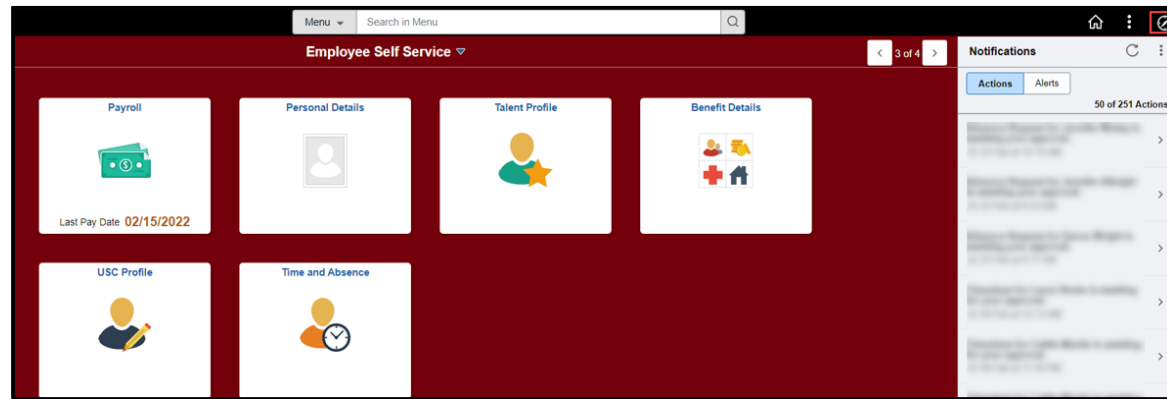
3. Once in **Classic Home** click the Main Menu drop-down button.

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

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 📄 Job Data
📁 Payroll for North America	📁 Workforce Reports 📄 Current Job
📁 Set Up HCM	▸
📁 Enterprise Components	▸
📁 Worklist	▸
📁 Reporting Tools	▸
📁 PeopleTools	▸

All ▾ | Search | » | Advanced Search

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.

As College/Division or Campus HR you have the ability to **Include History** and review all rows on job data since HCM went live on 4/1/2019. Note, Department HR Contacts do not have this ability so if they have questions about a historical action they will need to reach out to you for the information.

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

| 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		Go To Row
Effective Sequence	0	Action	Position Change
HR Status	Active	Reason	Supervisor change
Payroll Status	Active	Job Indicator	Primary Job
			Current ☐

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	Full/Part Full-Time
Empl Class	FTE	Officer Code None
Regular Shift	Not Applicable	Shift Rate
Classified Ind	Classified	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	Next Contract Number
Contract Type	

USA

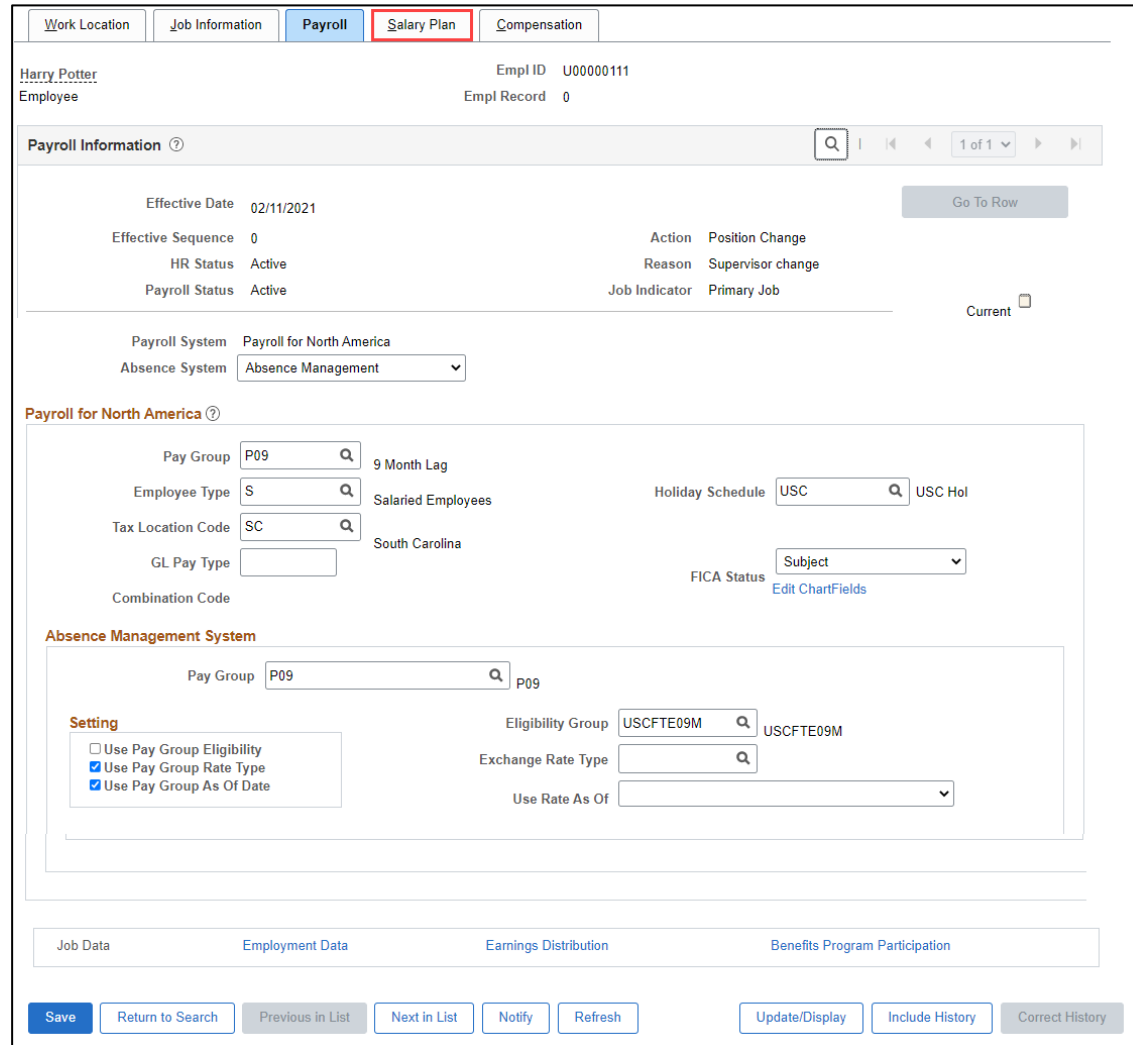|			
FLSA Status	Exempt	Work Day Hours	
EEO Class	None of the Above		

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
Employee

Empl ID   U00000111
Empl Record   0

Payroll Information ⓘ

| | 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

Go To Row

☐ Current

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

Payroll for North America ⓘ

Pay Group   [P09   🔍]   9 Month Lag

Employee Type   [S   🔍]   Salaried Employees   Holiday Schedule   [USC   🔍]   USC Hol

Tax Location Code   [SC   🔍]

GL Pay Type   [   ]   South Carolina

Combination Code   FICA Status   [Subject ▾]
                    Edit ChartFields

Absence Management System

Pay Group   [P09   🔍]   P09

Setting
☐ Use Pay Group Eligibility   Eligibility Group   [USCFTE09M   🔍]   USCFTE09M
☑ Use Pay Group Rate Type   Exchange 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
Employee

Empl ID   U00000111
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
                                ⟳ Unclassified Salary Grade
Grade   B00   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.

12. **Optional** - Click the **Include History** button to view all rows on Job Data for this EMPL record. If this employee was previously employed with another unit within UofSC that data will appear in the history which is why the security is limited to College/Division and Campus HR Contacts.

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

Harry Potter   Empl ID   U00000111
Employee   Empl Record   0

Compensation Details ⓘ   🔍 | I◁ ◁ [1 of 1 ▾] ▷ ▷I

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

Compensation Rate   4,958.333209📓   Frequency   S   Semimonthl

▸ **Comparative Information** ⓘ

▸ **Pay Rates** ⓘ

Default Pay Components

Pay Components ⓘ

| 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 |
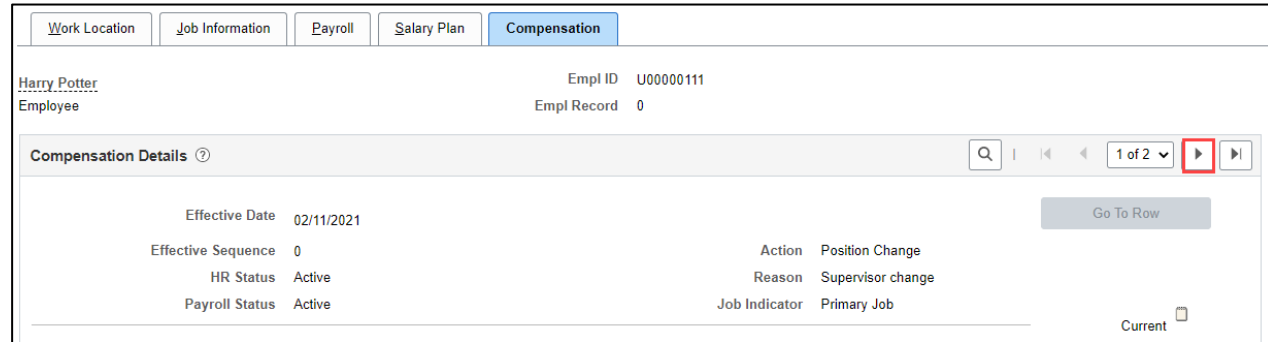
13. **Optional** - Upon clicking Include History, the rows at the top of the page activate allowing navigation between them. Click the back arrow to view the previous row.

14. **Optional** – The data that displays on the 5 tabs is now associated with the historical action as noted in the header section of the tabs. Click through the tabs as applicable to review the historical data.

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

Work Location	Job Information	Payroll	Salary Plan	Compensation

Harry Potter
Employee

Empl ID   U00000111
Empl Record   0

Compensation Details ⑦

1 of 2

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

Work Location	Job Information	Payroll	Salary Plan	Compensation
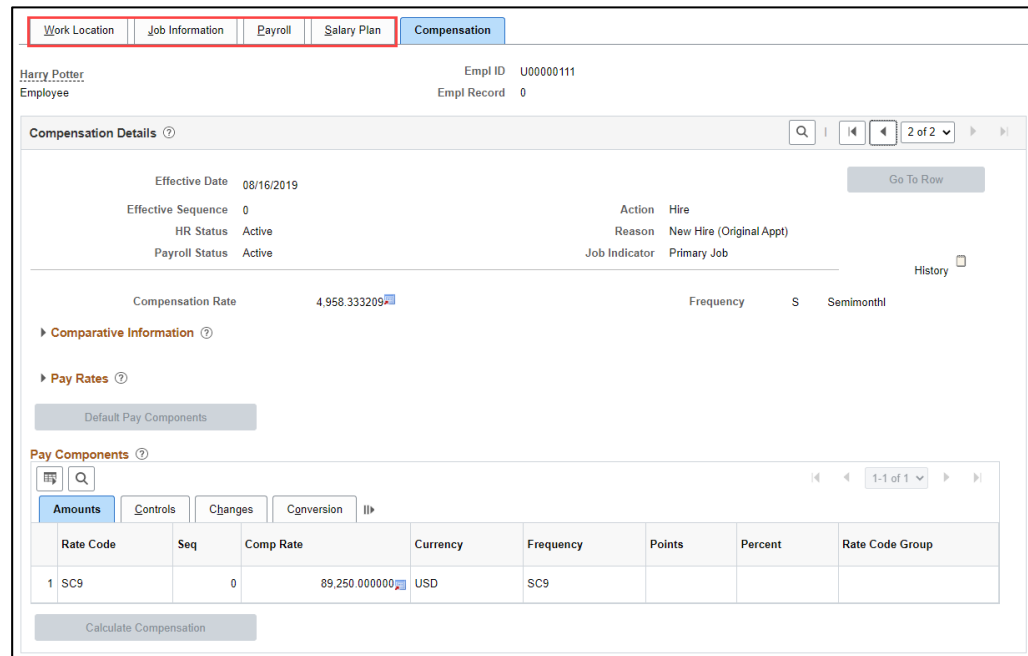
Harry Potter
Employee

Empl ID   U00000111
Empl Record   0

Compensation Details ⑦

2 of 2

Effective Date	08/16/2019
Effective Sequence	0
HR Status	Active
Payroll Status	Active

Go To Row

Action   Hire
Reason   New Hire (Original Appt)
Job Indicator   Primary Job

History

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