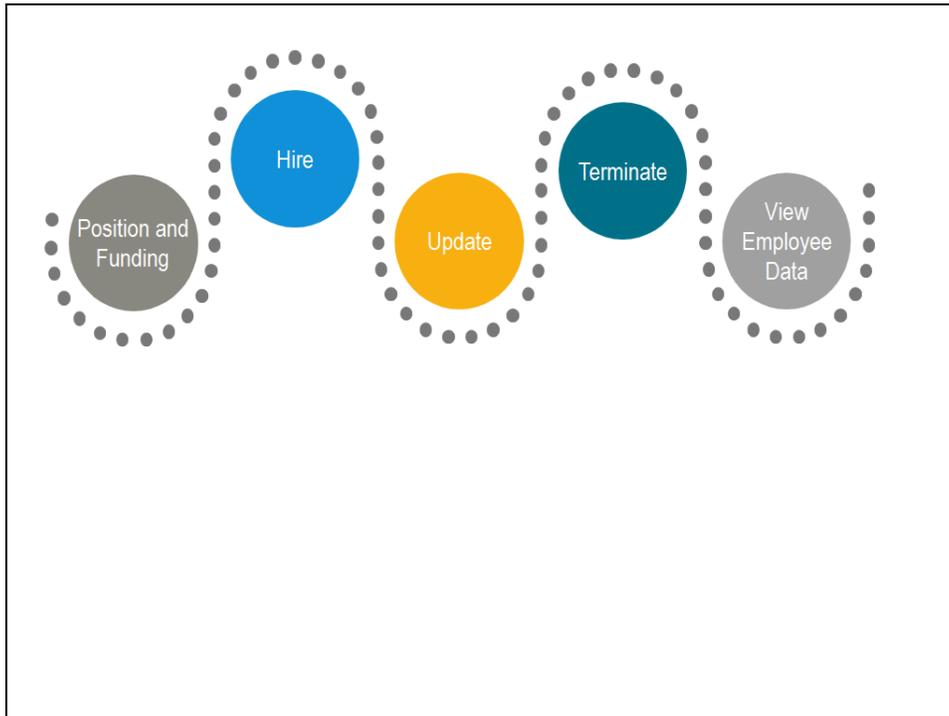
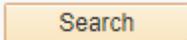


This simulation reviews how to view a summary of Jose Merced's job data actions in UCPath.

This simulation is for informational purposes only. The task included in this simulation is performed by those with the appropriate UCPath security role.



Step	Action
1.	The following task is covered in this demonstration: - View a summary of Jose Merced's job data actions.

Step	Action
2.	Many HR roles use the Workforce Job Summary page to view the job data actions for an employee. Let's take a look at Jose Merced's job summary.
3.	Click in the Legal Last Name field. 
4.	Enter the desired information into the Legal Last Name field. For this example, enter merced .
5.	Click the Search button. 

Workforce Job Summary New Window | Help

Find an Existing Value

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

Recent Searches:

Empl ID

Empl Record

Name

Legal First Name

Legal Middle Name

Legal Last Name

Organizational Relationship

HR Status

Business Unit

Position Number

Department

Job Code

Payroll Status

Case Sensitive Include History

Search Results
9 rows - Last Name "merced"

Empl ID	Empl	Name	Legal First	Legal Middle	Legal Last	Organizational	HR Status	Pay	Position

Step	Action
6.	The Search Results show all rows matching your search criteria.
7.	Click the scroll bar to review more data.
8.	Click the scroll bar to review more data.
9.	Click the Select button to open the employee's data. >

Workforce Job Summary New Window | Help |

Jose Merced EMP Empl ID 10033264

Empl Status Active Hire Date 08/01/2018

[Go To Job Data](#)

Job Information Personalize | Find | First 1-3 of 3 Last

Organizational Relationship	Empl Record	Effective Date	Seq	Action	Action Reason	Description	Job Indicator
EMP	0	11/01/2018	0	Terminatn	MOA	Resign - Moved out of Area	Primary
EMP	0	09/03/2018	0	Pay Rt Chg	MIN	Bring To Meet Minimum	Primary
EMP	0	08/01/2018	0	Hire	HIR	Hire - No Prior UC Affiliation	Primary

[Return to Search](#) [Notify](#)

Step	Action
10.	<p>The three actions completed for Jose Merced appear in the Workforce Job Summary page:</p> <ol style="list-style-type: none"> 1. Hire (bottom of the list) 2. Pay Rate Change (middle of the list) 3. Termination (top of the list) <p>Typically, there are many actions for an employee during their career at UC.</p>
11.	<p>Click the Job Information tab.</p> 

Workforce Job Summary New Window | Help |

Jose Merced EMP Empl ID 10033264
 Empl Status Active Hire Date 08/01/2018
 Go To Job Data

Job Information Personalize

General Job Information **Work Location** Salary Plan Compensation UC Job

Organizational Relationship	Empl Record	Effective Date	Seq	Job Code	Description	Classified Ind	Empl Status	Full/Part Time	Standard Hours	FTE	FLSA Status	Ex
EMP	0	11/01/2018	0	007738	PROCUREMENT ANL 4	PSS	Terminated	Fixed	40.00	1.000000	Exempt	
EMP	0	09/03/2018	0	007738	PROCUREMENT ANL 4	PSS	Active	Fixed	40.00	1.000000	Exempt	
EMP	0	08/01/2018	0	007738	PROCUREMENT ANL 4	PSS	Active	Fixed	40.00	1.000000	Exempt	

[Return to Search](#) [Notify](#)

Step	Action
12.	Click the Work Location tab. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">Work Location</div>

Workforce Job Summary New Window | Help |

Jose Merced EMP Empl ID 10033264
 Empl Status Active Hire Date 08/01/2018
 Go To Job Data

Job Information Personalize | Fi

General Job Information **Work Location** Salary Plan Compensation UC Job

Organizational Relationship	Empl Record	Effective Date	Seq	Position Number	Description	Company	Dept ID	Department Description	Location	Business Unit
EMP	0	11/01/2018	0	40005608	PROCUREMENT ANL 4	UCS	D01200	Plant Administration	CORP A	RVCMP
EMP	0	09/03/2018	0	40005608	PROCUREMENT ANL 4	UCS	D01200	Plant Administration	CORP A	RVCMP
EMP	0	08/01/2018	0	40005608	PROCUREMENT ANL 4	UCS	D01200	Plant Administration	CORP A	RVCMP

[Return to Search](#) [Notify](#)

Step	Action
13.	Click the Salary Plan tab. 

Workforce Job Summary New Window | Help |

Jose Merced EMP Empl ID 10033264

Empl Status Active Hire Date 08/01/2018

Go To Job Data

Job Information Personalize | Find | First 1-3 of 3 Last

General	Job Information	Work Location	Salary Plan	Compensation	UC Job					
Organizational Relationship	Empl Record	Effective Date	Seq	Sal Plan	Grade	Step	UC Half Step	Pay Group	Frequency	Union Code
EMP	0	11/01/2018	0	CTRV	23	0		DEF	Monthly	99
EMP	0	09/03/2018	0	CTRV	23	0		DEF	Monthly	99
EMP	0	08/01/2018	0	CTRV	23	0		DEF	Monthly	99

Step	Action
14.	Click the Compensation tab. 

Workforce Job Summary New Window | Help |

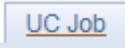
Jose Merced EMP Empl ID 10033264
 Empl Status Active Hire Date 08/01/2018
 Go To Job Data

Job Information Personalize | Find | First 1-34

General Job Information Work Location Salary Plan Compensation **UC Job**

Organizational Relationship	Empl Record	Effective Date	Seq	Annual Rate	Monthly Rate	Daily Rate	Hourly Rate	Change Percent	Earnings Distribution	Components
EMP	0	11/01/2018	0	115,000.000	9,583.333	440.613	55.076628		Earnings Distribution	Components
EMP	0	09/03/2018	0	115,000.000	9,583.333	440.613	55.076628	4.545	Earnings Distribution	Components
EMP	0	08/01/2018	0	110,000.000	9,166.667	421.456	52.681992		Earnings Distribution	Components

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Step	Action
15.	Click the UC Job tab. 

Workforce Job Summary New Window | Help |

Jose Merced EMP Empl ID 10033264
 Empl Status Active Hire Date 08/01/2018
 Go To Job Data

Job Information

General Job Information Work Location Salary Plan Compensation **UC Job**

Organizational Relationship	Empl Record	Effective Date	Seq	Probation Code	Probation End Date	Trial Employment End Date	Academic Duration of Appointment	ERIT/Phased Retirement End Date	Location Use End Date	Location Use Type
EMP	0	11/01/2018	0	Within Probation	02/01/2019					
EMP	0	09/03/2018	0	Within Probation	02/01/2019					
EMP	0	08/01/2018	0	Within Probation	02/01/2019					

[Return to Search](#) [Notify](#)

Step	Action
16.	You have viewed a summary of Jose Merced's job data actions in UCPath. End of Procedure.