Anatomy of a Page: Job Data

The **Job Data** page contains information on an appointment. Each tab contains information specific to the employee's job, including payroll and compensation information. Only information authorized to view can be accessed.

Navigate to: **Main Menu > Workforce Administration > Job Information > Job Data.**

1. **Job Data**: This page contains employment information for a person in HRMS.
   a. **Work Location** tab – Defines the action/reason for the transaction on the appointment and the date the action/reason becomes effective.
   b. **Job Information** tab – Shows job code, standard hours, and employee class, which work together to determine employee benefits eligibility.
   c. **Job Labor** tab – Shows labor-related data such as bargaining unit associated with the appointment, seniority reporting unit and type, and start dates with labor unit.
   d. **Payroll** tab – Shows employee pay status, pay group, employee type, FICA status, and eligibility group.
   e. **Salary Plan** tab – Shows salary administration plan, steps, grades, and entry dates.
   f. **Compensation** tab – Shows established rate code and compensation rate for the employee.
Anatomy of a Page: Job Data (cont.)

2. **icon**: This link on the upper right hand side of the page displays the **Employee Details** page. The page contains two tabs of employee data including actual pay, additional pay, contact information, and vacation and sick time accrual.

3. **Employee Data**: This link displays a page containing the original start date of employment, termination dates, benefits service dates, vacation service dates, and the years, months, and days of service for the employee.

4. **Earnings Distribution**: This link is not used. Salary distributions are housed within the Payroll Accounting module of HRMS.

5. **Benefits Program Participation**: This link displays information related to benefits status and benefit participation.