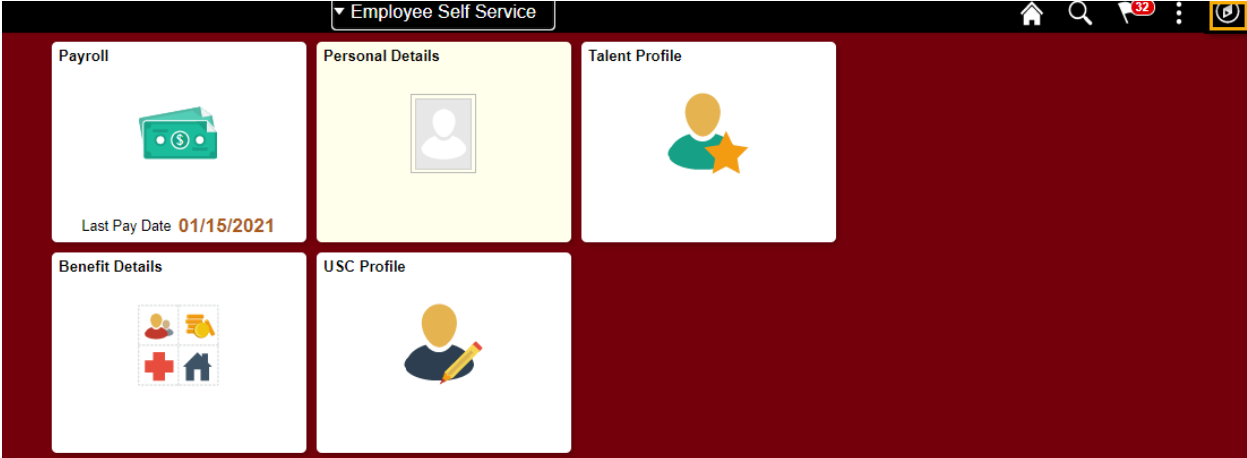
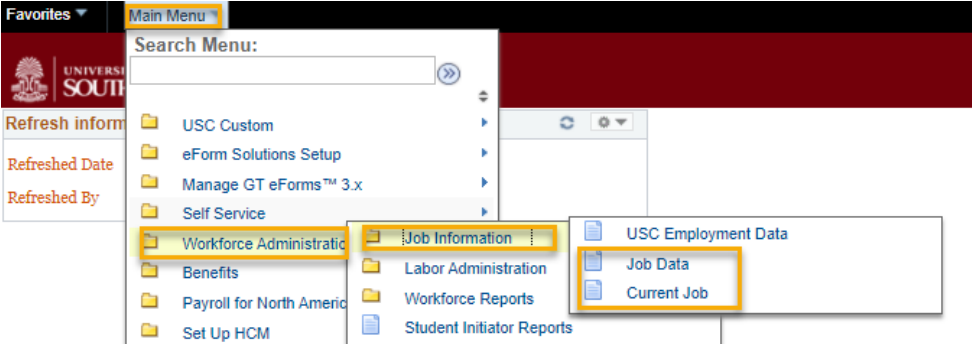
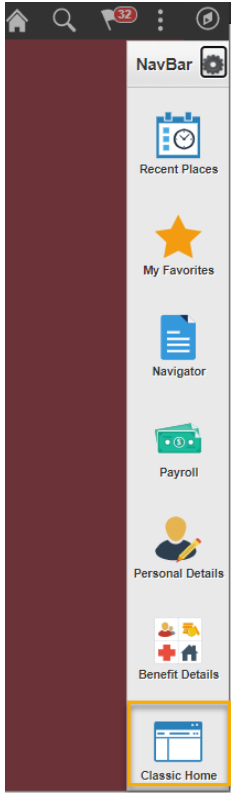


**How to Assign View Summer Compensation Employee Records in Job Data:**

This job aid outlines the process for Department, College/Division, and Campus HR Contacts to view summer compensation (instruction and ECOM/Research) EMPL records in Job Data/Current Job within HCM PeopleSoft.

Processing Steps	Screen Shots
<p><b>Step 1: Navigation to Job Data.</b></p> <p>Click the <b>NavBar</b> in the top right corner.</p> <p>In the <b>NavBar</b> menu click the <b>Classic Home</b> option.</p> <p>On the Classic Home page <i>click Main Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data or Current Job.</i></p> <p>Note if you have Department HR access you will have the Current Job option, if you have College/Division or Campus HR access you will select the Job Data option.</p>	  

**Step 2: Search for Employee.**

Enter the employee's name or EMPL ID (USC ID number) and then click the **Search** button.

Select the appropriate EMPL record from the options that display below the Search button.

**Job Data**

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

Find an Existing Value

Keyword Search

▼ **Search Criteria**

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

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

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
<a href="#">[Link]</a>	0	<a href="#">[Link]</a>	<a href="#">[Link]</a>	<a href="#">[Link]</a>	(blank)	(blank)	<a href="#">[Link]</a>
<a href="#">[Link]</a>	1	<a href="#">[Link]</a>	<a href="#">[Link]</a>	<a href="#">[Link]</a>	(blank)	(blank)	<a href="#">[Link]</a>

**Step 3: Viewing the Work Location tab in Job Data/Current Job.**

On the **Work Location** tab pay close attention to following fields:

- Effective date – this is the start date.
- Reason – Instruction or Research for FTE Faculty.
- Date Created – the date HR Ops entered the record into HCM.
- Expected Job End-Date – the date the position will auto-terminate.

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

Emplid [REDACTED]  
 Employee [REDACTED]      Empl Record 1

Work Location Details ?
3 of 3

<b>*Effective Date</b> 05/16/2021	<b>*Action</b> Additional Job	Go To Row	
Effective Sequence 0	<b>Reason</b> Summer Instruction		
HR Status Active	<b>*Job Indicator</b> Secondary Job		
Payroll Status Active			Future

Position Number

Override Position Data

Position Entry Date

Position Management Record

*Regulatory Region	USA	United States
*Company	USC	University of South Carolina
*Business Unit	SCCOL	USC Columbia
*Department	160900	MDG BIOMEDICAL SCIENCES
Department Entry Date	05/16/2021	
*Location	670	Health Sciences Education
Establishment ID	UP01	Upstate

Date Created 03/10/2021

Last Asgn Start	05/16/2021	Assignment End Date	
<b>Expected Job End Date</b>	08/15/2021	<input checked="" type="checkbox"/> End Job Automatically	

**Step 4: Viewing the Job Information tab in Job Data/Current Job.**

On the **Job Information** tab pay close attention to following fields:

- Job Code – for summer hires (FTE and TFAC) the Job Code should always be VSUM.
- The Regular/Temporary Indicator and EMPL Class – should indicate Temporary and TFAC even for FTEs since summer comp is a temporary appointment.
- Standard hours – hours per week.

Note the FLSA status also lives on this page, further down click to expand the American flag. Note summer comp for faculty (Instruction and Research) is always FLSA exempt.


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

Employee [Redacted] Emplid [Redacted]  
Empl Record 1

**Job Information Details** ?

Effective Date 05/16/2021 Go To Row

Effective Sequence 0 Action Additional Job  
HR Status Active Reason Summer Instruction  
Payroll Status Active Job Indicator Secondary Job

Future 

\*Job Code VSUM Summer

Entry Date 05/16/2021

Supervisor Level [Redacted]

Supervisor ID [Redacted]

Reports To [Redacted]

\*Regular/Temporary Temporary

Empl Class TFAC

\*Regular Shift Not Applicable

\*Classified Ind Classified

\*Full/Part Part-Time

\*Officer Code None

Shift Rate [Redacted]

Shift Factor [Redacted]

**Standard Hours** ?

Standard Hours 10.00

FTE 0.250000

Work Period W Weekly

As of Date 05/16/2021

Adds to FTE Actual Count?  Encumbrance Override

**Step 5: Viewing the Payroll tab in Job Data/Current Job.**

On the **Payroll** tab the primary field to reference is the **Pay Group** field as it will denote if the employee is paid current or on a lag.

Note for summer 2021 we are defaulting pay group to align with the individual's FTE. For all TFAC hired over the summer they are automatically in a lag group.

Work Location
Job Information
Payroll
Salary Plan
Compensation

Employee
Emplid [REDACTED]

Empl Record 1

**Payroll Information** 3 of 3

Effective Date	05/16/2021		<a href="#">Go To Row</a>
Effective Sequence	0	Action	Additional Job
HR Status	Active	Reason	Summer Instruction
Payroll Status	Active	Job Indicator	Secondary Job

Future

\*Payroll System Payroll for North America

**Payroll for North America**

Pay Group	SIL		SUMMER INSTRUCTION LAG	
Employee Type	S		Salaried Employees	Holiday Schedule
Tax Location Code	SC		South Carolina	USCNON
GL Pay Type				FICA Status
Combination Code				Subject

Not Eligib

[Edit ChartFields](#)

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

**Step 6: Viewing the Salary Plan tab in Job Data/Current Job.**

The **Salary Plan** tab simply provides a quick view of the Salary Administration Plan information for this EMPL record.

Note for all summer compensation hires (Instruction and Research) the Salary Admin plan is always Unclassified with a Grade of B00 – Unclassified.

Work Location
Job Information
Payroll
Salary Plan
Compensation

Employee
Emplid
Empl Record 1

**Salary Plan Details** 3 of 3

Effective Date	05/16/2021					<a href="#">Go To Row</a>
Effective Sequence	0	Action	Additional Job	Reason	Summer Instruction	
HR Status	Active	Job Indicator	Secondary Job			Future
Payroll Status	Active					

---

Salary Admin Plan	UNCL		Unclassified Salary Plan			
Grade	B00		Unclassified Salary Grade	Grade Entry Date	05/16/2021	
Step				Step Entry Date		

Includes Wage Progression Rule

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

**Step 7: Viewing the Compensation tab in Job Data/Current Job.**

*THIS TAB IS DIFFERENT FOR SUMMER 2021.*

On the **Compensation** tab pay close attention to the following fields:

- Compensation Rate (middle of tab) – this shows the full payout for this EMPL record.
- Frequency – shows a 'C' for Contract.
- Rate Code – will show SUMINS (instruction) or SUMRES (research).
- Comp Rate (bottom of tab) – shows the full payout for this EMPL record.

For Summer Compensation 2021 we are using a module in HCM called Contract Pay which does not require annualization of salary (as is normally required for all short-term hires).

The screenshot displays the 'Compensation' tab in the HR Contact View Job Data interface. The top navigation bar includes tabs for Work Location, Job Information, Payroll, Salary Plan, and Compensation. The Compensation tab is active, showing details for an employee with Emplid [redacted] and Empl Record 1.

**Compensation Details** (3 of 3 rows):

- Effective Date: 05/16/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Additional Job
- Reason: Summer Instruction
- Job Indicator: Secondary Job

Fields highlighted with orange boxes:

- Compensation Rate: 6,125.000000
- Frequency: C (Contract)
- Rate Code: SUMINS
- Comp Rate: 6,125.000000

**Pay Components** (1-1 of 1 row):

Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
SUMINS	0	6,125.000000	USD	C			

Buttons: Go To Row, Default Pay Components, Calculate Compensation.

**Step 8: Viewing the Summer Comp Query.**

On the Classic Home page *click Main Menu > Reporting Tools > Query > Query Viewer.*

Copy and paste the query name:

**USC\_SUMMER\_HIRE\_ACTIVE**  
into the search field and click the **Search** button.

The query provides a quick overview of active summer compensation:

- EMPL record
- Type of Summer Comp (Instruction or Research)
- Start and end-dates
- Pay group\*
- Supervisor Name and ID
- Hours per week
- Contract Amount

\*Pay group definitions:

**SRC** – Summer Research

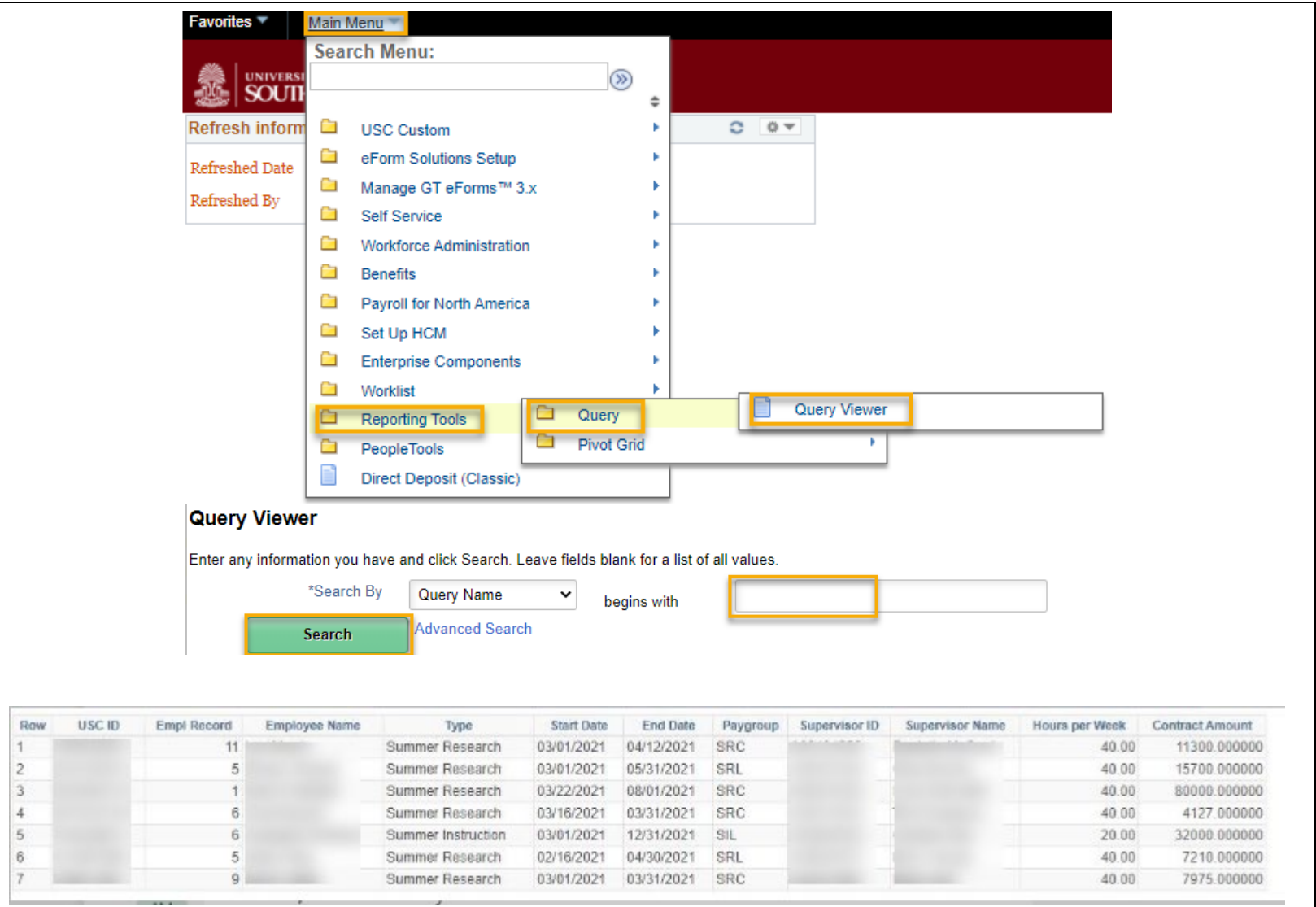
*Current*

**SRL** – Summer Research Lag

**SIC** – Summer Instruction

*Current*

**SIL** – Summer Instruction Lag



The screenshot shows the 'Main Menu' with 'Reporting Tools' selected, leading to 'Query' and then 'Query Viewer'. Below this is the 'Query Viewer' search interface with a search field and a 'Search' button. At the bottom is a table with the following data:

Row	USC ID	Empl Record	Employee Name	Type	Start Date	End Date	Paygroup	Supervisor ID	Supervisor Name	Hours per Week	Contract Amount
1		11		Summer Research	03/01/2021	04/12/2021	SRC			40.00	11300.000000
2		5		Summer Research	03/01/2021	05/31/2021	SRL			40.00	15700.000000
3		1		Summer Research	03/22/2021	08/01/2021	SRC			40.00	80000.000000
4		6		Summer Research	03/16/2021	03/31/2021	SRC			40.00	4127.000000
5		6		Summer Instruction	03/01/2021	12/31/2021	SIL			20.00	32000.000000
6		5		Summer Research	02/16/2021	04/30/2021	SRL			40.00	7210.000000
7		9		Summer Research	03/01/2021	03/31/2021	SRC			40.00	7975.000000