**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.

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<th>Processing Steps</th>
<th>Screen Shots</th>
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<td><strong>Step 1: Navigation to Job Data.</strong></td>
<td><img src="image1.png" alt="Screen Shot" /></td>
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<tr>
<td>Click the <strong>NavBar</strong> in the top right corner.</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
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<tr>
<td>In the <strong>NavBar</strong> menu click the <strong>Classic Home</strong> option.</td>
<td><img src="image3.png" alt="Screen Shot" /></td>
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<tr>
<td>On the Classic Home page click <strong>Main Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data or Current Job.</strong></td>
<td><img src="image4.png" alt="Screen Shot" /></td>
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<tr>
<td>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.</td>
<td><img src="image5.png" alt="Screen Shot" /></td>
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</table>
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.
Step 3: Viewing the Work Location tab in Job Data/Current Job.

On the Work Location tab, pay close attention to the 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.
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.
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.
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.
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).
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