

How to navigate to current job in HCM:

This job aid outlines how Department HR Contacts navigate to Current Job in HCM.

Navigation: Employee Self Service > NavBar > Classic Home

Information

Those with Department HR Contact access have access to Job Data to review employees within their security. Current Job does not display historical job information. If you need that data please reach out to your College/Division or Campus HR Contact.

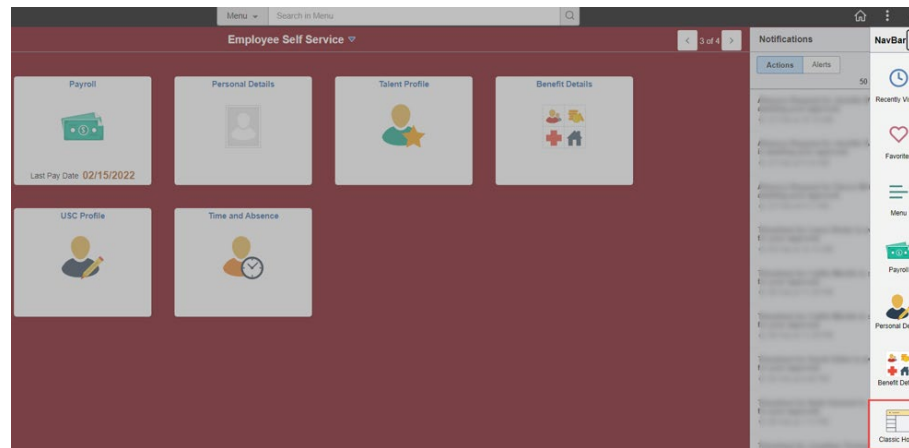
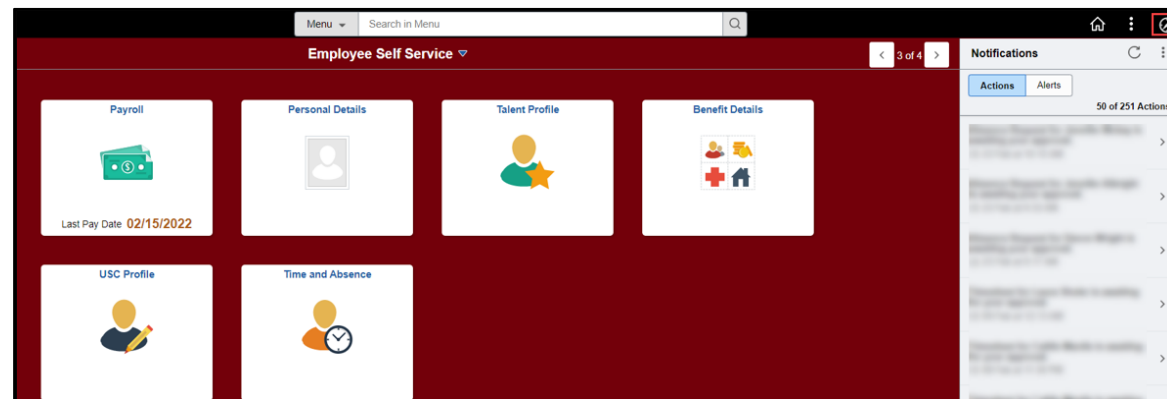
Job Data does not display Additional Pay information since that is not part of the employee's base salary.

Note - if you have **Current Job** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.

Viewing Current Job: Take the following navigation steps:

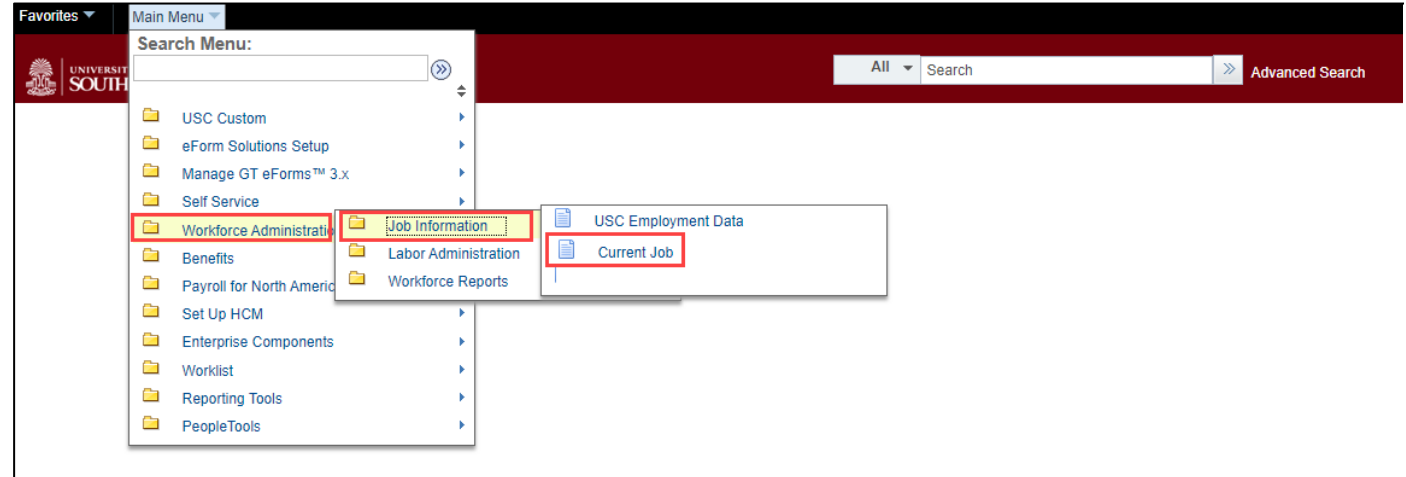
1. Click the **NavBar** (compass icon) in the top right corner of the page.
2. Click the **Classic Home** option.

Screenshots



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3. Once in **Classic Home** click the Main Menu drop-down button.
4. Make the following selections: **Workforce Administration > Job Information > Current Job.**
5. Search for individual employees by **Name** or **USC ID.**
6. Click 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](#)

▼ 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](#)

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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.

- 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.

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.

- 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	Action	Position Change
Effective Sequence	0	Reason	Supervisor change
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active	Current	<input type="checkbox"/>

Position Number	00001593	Associate Professor
Override Position Data		
Position Entry Date	08/16/2019	<input type="checkbox"/> 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	<input type="checkbox"/> End Job Automatically
Expected Job End Date		

[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](#)

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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
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Harry Potter Employee Empl ID U00000111
Empl Record 0

Job Information 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 <input type="checkbox"/>			
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 🔍

Standard Hours	40.00	Work Period	W Weekly
FTE	1.000000	As of Date	02/11/2021
<input type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override	
Combined Standard Hours	40.00	FTE	1.000000

Contract Number 🔍

Contract Number	Next Contract Number
Contract Type	

USA

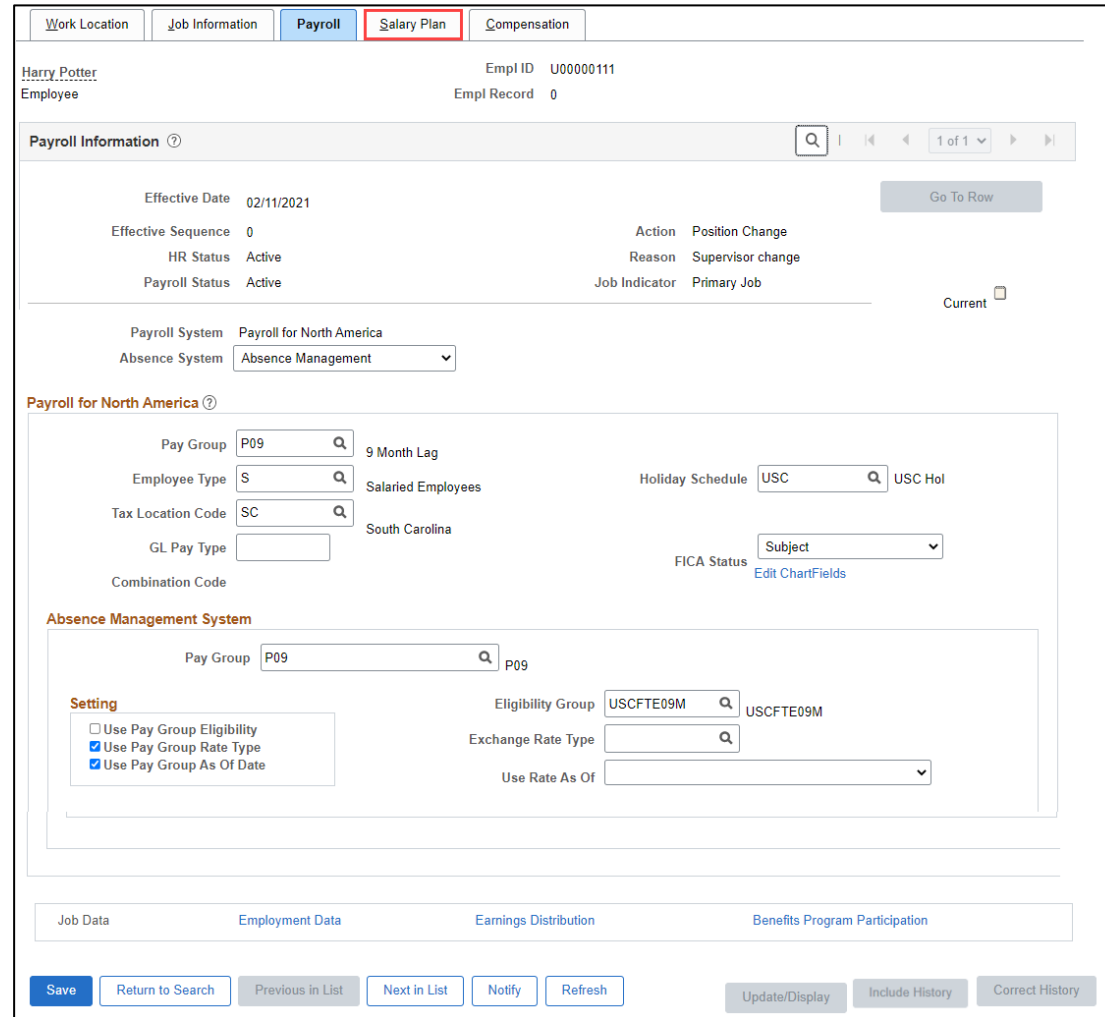
FLSA Status	Exempt	Work Day Hours
EEO Class	None of the Above	

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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.



The screenshot displays the HCM HR Contact Resources interface for an employee named Harry Potter. The interface is divided into several tabs: Work Location, Job Information, Payroll, Salary Plan (highlighted in red), and Compensation. The main content area shows the following information:

- Employee Information:** Harry Potter, Employee, EmpID U00000111, Empl Record 0.
- Payroll Information:** Effective Date 02/11/2021, Effective Sequence 0, HR Status Active, Payroll Status Active, Action Position Change, Reason Supervisor change, Job Indicator Primary Job, 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, South Carolina, GL Pay Type, FICA Status Subject, Edit ChartFields.
- Absence Management System:** Pay Group P09, Eligibility Group USCOTE09M, USCOTE09M, Exchange Rate Type, Use Rate As Of.
- Setting:**
 - Use Pay Group Eligibility
 - Use Pay Group Rate Type
 - Use Pay Group As Of Date

At the bottom of the interface, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, and Correct History.

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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
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Harry Potter Empl ID U00000111
 Employee Empl Record 0

Salary Plan Details ⓘ

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	
Grade	B00	 Unclassified Salary Grade	Grade Entry Date 08/16/2019
Step			Step Entry Date

Includes Wage Progression Rule

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation
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Save	Return to Search	Previous in List	Next in List	Notify	Refresh	Update/Display	Include History
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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.

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

Work Location
Job Information
Payroll
Salary Plan
Compensation

Harry Potter
Employee
Empl ID U00000111
Empl Record 0

Compensation Details Go To Row

Effective Date	02/11/2021		
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