

**How to navigate to job data in HCM:**

This job aid outlines how College/Division and Campus HR Contacts navigate to Job Data in HCM.

**Navigation:** Employee Self Service > NavBar > Classic Home

**Information**

Those with HR College/Division or HR Campus have access to Job Data to review employees within their security.

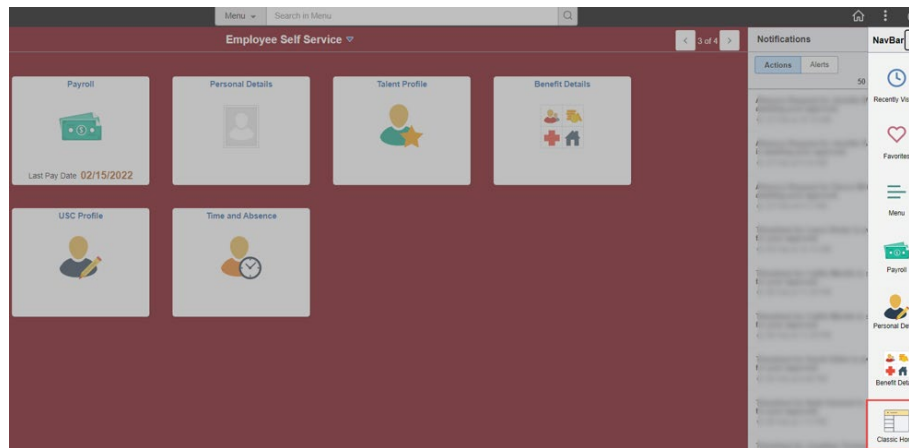
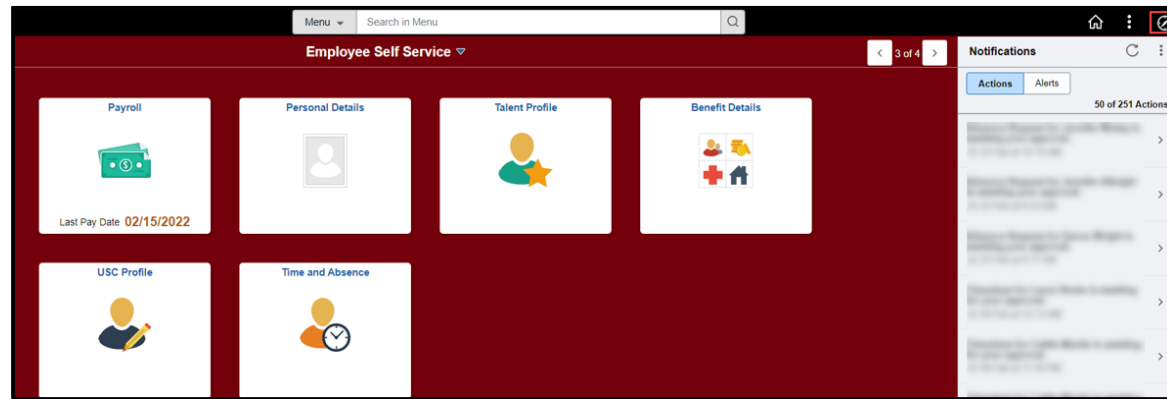
**Job Data does not display Additional Pay information since that is not part of the employee's base salary.**

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

**Viewing Job Data:** Take the following navigation steps:

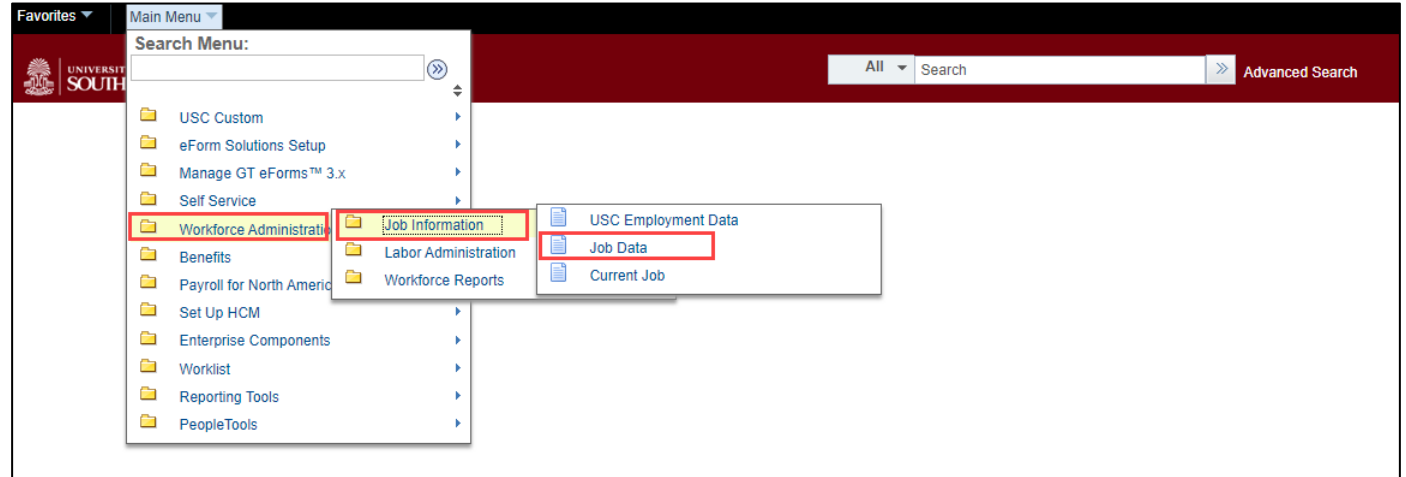
1. Click the **NavBar** (compass icon) in the top right corner of the page.
2. Click the **Classic Home** option.

**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 > Job Data**.
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.

As College/Division or Campus HR you have the ability to **Include History** and review all rows on job data since HCM went live on 4/1/2019. Note, Department HR Contacts do not have this ability so if they have questions about a historical action they will need to reach out to you for the information.

**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
<a href="#">U00000111</a>	0	<a href="#">Harry Potter</a>	<a href="#">Harry</a>	<a href="#">Potter</a>	(blank)	(blank)	<a href="#">James</a>
<a href="#">U00000111</a>	1	<a href="#">Harry Potter</a>	<a href="#">Harry</a>	<a href="#">Potter</a>	(blank)	(blank)	<a href="#">James</a>

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

[Harry Potter](#) Employee      Empl ID U00000111  
 Empl Record 0

Work Location Details 1 of 1

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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

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Position Number	00001593	Associate Professor
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
Last Start Date	08/16/2019	Date Created 02/11/2021
Expected Job End Date		<input type="checkbox"/> End Job Automatically

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[Job Data](#)    [Employment Data](#)    [Earnings Distribution](#)    [Benefits Program Participation](#)

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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.

<a href="#">Work Location</a>	<b>Job Information</b>	<b>Payroll</b>	<a href="#">Salary Plan</a>	<a href="#">Compensation</a>
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Harry Potter Employee      Empl ID U00000111  
Empl Record 0

**Job Information Details** 🔍 | 1 of 1


Effective Date	02/11/2021	<a href="#">Go To Row</a>	
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	<a href="#">Next Contract Number</a>
Contract Type	

 **USA**

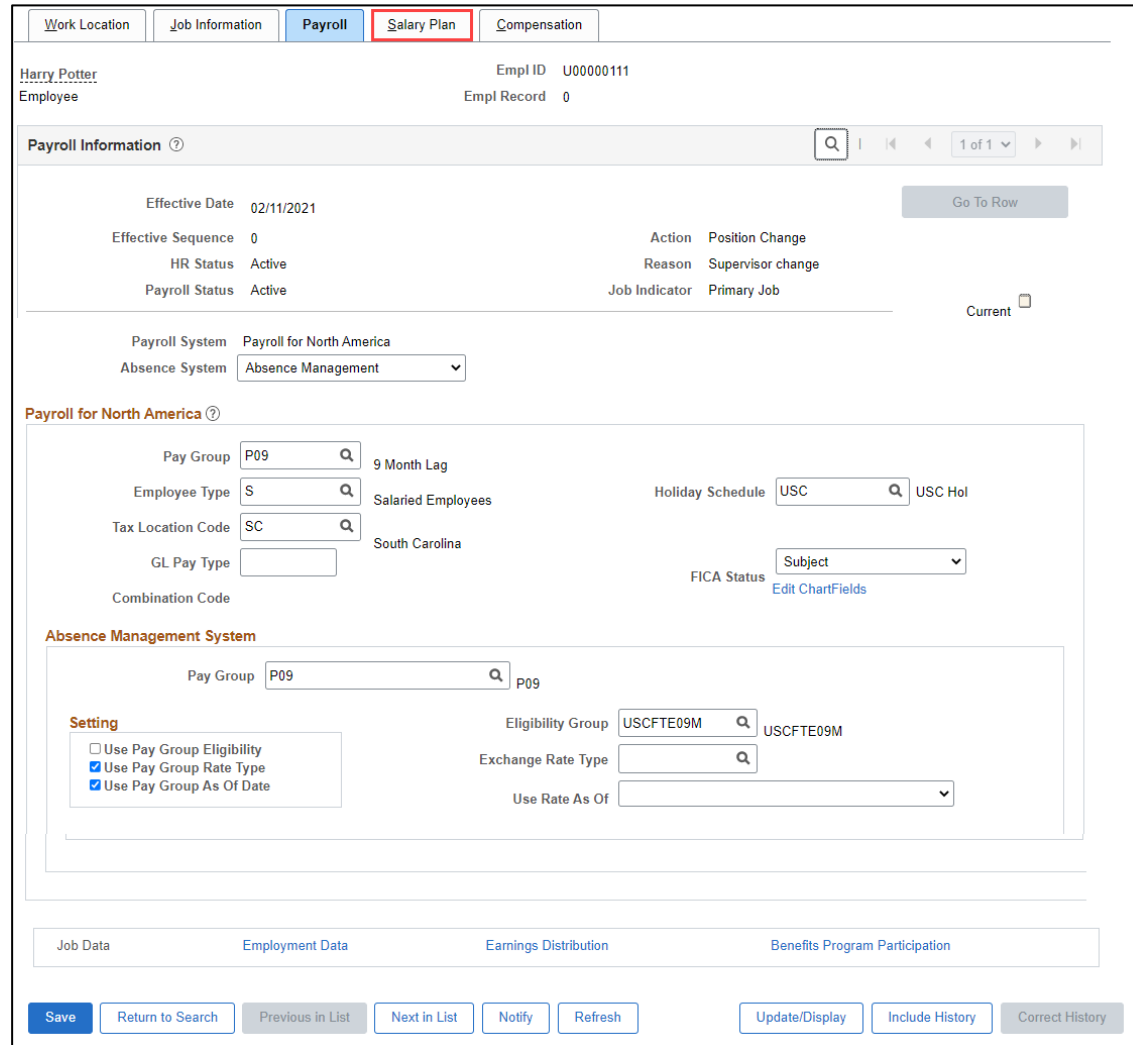
FLSA Status	Exempt	Work Day Hours
EEO Class	None of the Above	

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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 Payroll Information section shows the following details:

- Employee: Harry Potter, Empl ID: U00000111, Empl Record: 0
- Effective Date: 02/11/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Position Change
- Reason: Supervisor change
- Job Indicator: Primary Job
- Payroll System: Payroll for North America
- Absence System: Absence Management

The Payroll for North America section includes the following details:

- Pay Group: P09 (9 Month Lag)
- Employee Type: S (Salaried Employees)
- Tax Location Code: SC (South Carolina)
- GL Pay Type: [Empty]
- Combination Code: [Empty]
- Holiday Schedule: USC (USC Hol)
- FICA Status: Subject

The Absence Management System section includes the following details:

- Pay Group: P09
- Eligibility Group: USCFT09M
- Exchange Rate Type: [Empty]
- Use Rate As Of: [Empty]
- 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

Harry Potter  
Employee
Empl ID U00000111  
Empl Record 0

**Salary Plan 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

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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
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Benefits Program Participation

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.

12. **Optional** - Click the **Include History** button to view all rows on Job Data for this EMPL record. If this employee was previously employed with another unit within UofSC that data will appear in the history which is why the security is limited to College/Division and Campus HR Contacts.

Work Location
Job Information
Payroll
Salary Plan
Compensation

Harry Potter Empl ID U00000111  
Employee Empl Record 0

**Compensation Details** 1 of 1

Effective Date	02/11/2021					Go To Row
Effective Sequence	0	Action	Position Change	Reason	Supervisor change	
HR Status	Active	Job Indicator	Primary Job			Current <input type="checkbox"/>
Payroll Status	Active					

Compensation Rate	4,958.333209	Frequency	S	Semimonthl
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▶ **Comparative Information**

▶ **Pay Rates**

Default Pay Components

**Pay Components**

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

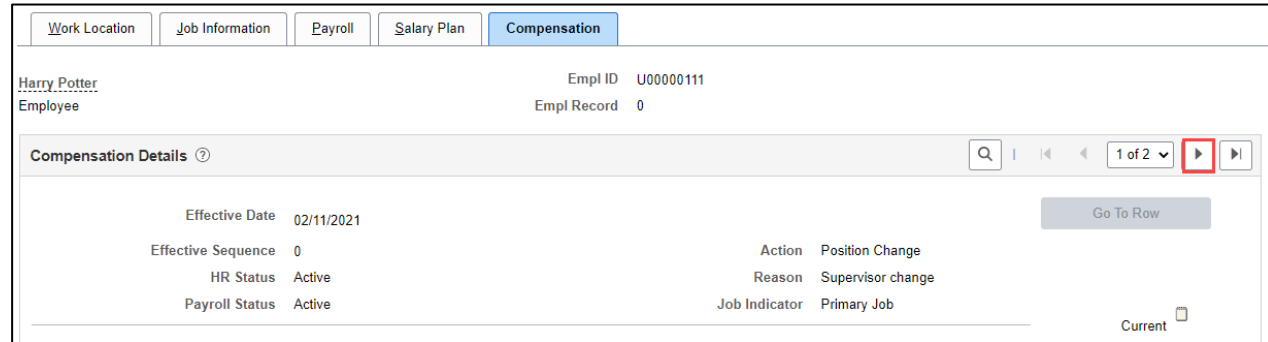
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History

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13. **Optional** - Upon clicking Include History, the rows at the top of the page activate allowing navigation between them. Click the back arrow to view the previous row.

14. **Optional** – The data that displays on the 5 tabs is now associated with the historical action as noted in the header section of the tabs. Click through the tabs as applicable to review the historical data.

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



Harry Potter Employee Empl ID U00000111 Empl Record 0

Compensation Details 1 of 2

Effective Date 02/11/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

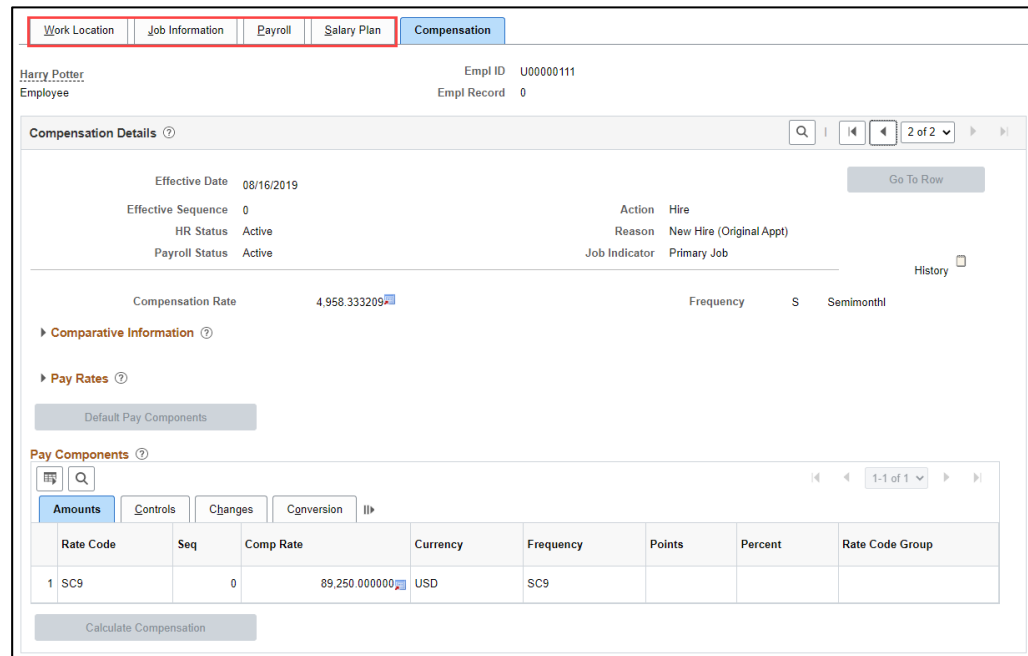
Action Position Change

Reason Supervisor change

Job Indicator Primary Job

Go To Row

Current



Harry Potter Employee Empl ID U00000111 Empl Record 0

Compensation Details 2 of 2

Effective Date 08/16/2019

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Hire

Reason New Hire (Original Appt)

Job Indicator Primary Job

Compensation Rate 4,958.333209

Frequency S Semimonthly

Go To Row

History

Comparative Information

Pay Rates

Default Pay Components

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 SC9	0	89,250.000000	USD	SC9			

Calculate Compensation