**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

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those with HR College/Division or HR Campus have access to Job Data to review employees within their security.</td>
<td><img src="image1.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td><strong>Job Data</strong> does not display Additional Pay information since that is not part of the employee’s base salary.</td>
<td><img src="image2.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td>Note if you have <strong>Job Data</strong> saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.</td>
<td><img src="image3.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td><strong>Viewing Job Data:</strong> Take the following navigation steps:</td>
<td></td>
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<tr>
<td>1. Click the <strong>NavBar</strong> (compass icon) in the top right corner of the page.</td>
<td></td>
</tr>
<tr>
<td>2. Click the <strong>Classic Home</strong> option.</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.

7. 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.

8. Click the Job Information tab.
Job Information Tab:

- **Job Code** – State classification or unclassified code. Student job code or affiliate job code.
  - RIGHT CLICK the red triangle next to the job code description to expand the employee’s market title history. Utilize the scroll bar at the bottom of the pop-up window to see all information. Click the X in the top right corner to return to the Job Information tab.

- **Supervisor Information** – Supervisor ID and Reports To should fields never both be completed. Temporary positions should have the supervisor listed by Supervisor ID and positioned employees have the supervisor listed by Reports To. *No name or USC ID will appear if the supervisory position is vacant.*
  - RIGHT CLICK the red triangle next to the supervisor’s name or blank field to expand the incumbent information. Click the X in the top right corner to return to the Job Information tab.
Job Information Tab (continued):

- **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**.
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. The description will include current or lag.
- **Employee Type** – Either Salaried or Hourly. All FTE, RGP and TL employees will show as salary, this is not tied to FLSA status.
- **Tax Location Code** – This is the state where the employee performs their work for USC.
- **Holiday Schedule** – The options are USC, State, or Not eligible.
- **FICA Status** – Indicates FICA tax exemption status.
- **Eligibility Group** – The eligibility group the employee is in for absence management purposes.

10. Click the **Salary Plan** Tab.
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.
The Compensation Tab:

- **Compensation Rate** – This tells the employee’s semimonthly gross paycheck amount. USC 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.
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**!