View Current Job Information for an Incumbent

The purpose of this job aid is to explain how to view current job information for an incumbent.

1) Navigate to: Navigator > HRMS > Workforce Administration > Job Information > Current Job

2) The Current Job search page is displayed. This page provides several options for performing a search. The most common search method is by Empl ID or Name.

3) Enter the search parameter in the appropriate field.

4) Click the Search Button

The Current Job page is displayed. This page is divided into four tabs: Work Location (default tab), Job Information, Job Labor, and Compensation.

The Work Location tab shows the overall job data. It shows the Effective Date of the current job record, the Position number, Position entry date, Company, Business Unit, Department, Location, etc.

This page also shows an employee’s start date, status, the effective date of the current record, and the actions/reasons that this record was entered.

Historical records can be accessed by including the history from the search page and then clicking through the arrows at the top of the job record.

This will allow a sure to view all the actions on an employee’s position.
The **Job Information** page is used to view job code, job title, and Reports To information. Also, it provides part time/full time status, hours per week, and FTE (Full-Time Equivalent) information.
The Compensation page is used to view the incumbent's salary information such as the compensation rate and compensation frequency (Monthly, Hourly, or Contract).

Note: The Job Labor page is not used at UT Arlington

The Pay Rates section displays an employee’s Daily, Weekly, Monthly, and Annual pay rate. To view the pay rates, click the arrow for that section.