View Current Job Information for an Incumbent

The Job Data page is used to view position information such as work location (position number, physical location, department, assignment dates), job information (job code, Reports To, part-time/full-time status), and compensation (salary information, e.g. daily, weekly, monthly and annual pay rate).

1. Navigate to: **NavBar > Menu > HRMS > Workforce Administration > Job Information > Job Data**

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 and click the **Search Button**

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

The **Work Location** page 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 checking **Include History** from the search page and then clicking through the arrows at the top of the job record.
This will allow a user 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.
Note: The Job Labor page is not used at UT Arlington

The **Compensation** page is used to view the incumbent's salary information such as the compensation rate and compensation frequency (monthly, hourly, or contract).

![Compensation Details](image)

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

![Pay Rates](image)