View Job History for an Incumbent

The purpose of this job aid is to explain how to view job history. The Job Summary page displays tabled job history by fiscal year for an incumbent. This page provides historical data such as job code, position number, Reports To, salary information, e.g. daily, weekly, monthly, and annual pay rate, and funding information.

1) Navigate to: **NavBar > Menu > HRMS > UTZ Customizations > Human Resources > Job Summary**
2) The **Job Summary** 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 **Job Summary** page is divided into seven tabs: **General** (default tab), **Job Information**, **Work Location**, **Salary Plan**, **Compensation**, **Distribution**, and **Contract**. This page displays historical data for an incumbent such as job history, salary, and funding source information.

The **Job Information** page provides the employee’s job code history, the effective date for the job, full/part-time status, and standard work hours.
The **Work Location** tab provides the employee’s position number history, description of the position, and Reports To information.

![Job Location Tab](image1)

The **Salary Plan** tab provides the employee’s salary plan history, grade, and frequency.

![Salary Plan Tab](image2)

The **Compensation** tab provides the employee’s compensation rate history such as annual, monthly, daily, and hourly rate of pay.

![Compensation Tab](image3)
The **Distribution** tab displays the history of funding distribution for the employee. This information includes the cost center/project used to fund the employee's position, position number, and the percentage of the funding distribution.

If the employee is contract pay, i.e. faculty, the **Contract** tab displays the contract number and the start and end dates of the contract.