View Job History for an Incumbent

The purpose of this job aid is to explain how to view job history.

1) Begin by navigating to: **Main Menu > UTA 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.

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

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