Viewing Job Summary

Emory HR Web Job Summaries provide a history of all the transactions on an employee record. Each employee is assigned a unique 7-digit employee ID by the HR/Payroll system upon entry of the hire data. Most employees have only one employee record attached to their employee ID. Students, temporary staff, and student employees typically have more than one employee record. The first record ever entered for an employee is employee record 00.

To view an employee’s job record you will go to Emory HR Web > View Only > Job Summary.

The top part of the Job Summary page looks like this:

Note the Employee ID and Employee Record number in the upper right corner.

Vacation and Sick Balances will only be visible for benefit-eligible biweekly paid employees.

The Job Information on the Job Summary page looks like this:

Most Recent Action on the employee record:

- Eff Date = the Effective Date of the Action
- Rsn Code = the Reason for the Action
- Act Date = the date the Action was keyed into the system

Company

- EUV = Emory University employee
- NIH = the employee is in a non-taxable position (job codes 9905 and 9901 only)
Viewing Job Summary

Empl Status = Employee Status

- Active
- On Leave
- Retired
- Terminated

Salary Grade – (099 means the position is not classified within a range).

Std Hours = the standard number of hours worked per week

FTE = full-time equivalency: 40 hours/week = 1.0 FTE; 20 hours/week = .50 FTE; 10 hours/week = .25 FTE

Comp Freq: M= Monthly paid employee; H= Hourly paid employee (biweekly)

Elig Config 1 = Employee’s benefit eligibility status

- REG = Regular full-time or part-time employee 20 + hours/week and eligible for benefits
- FT6MO = Full-time temporary employee w/ > 6 month appointment and eligible for benefits
- FTTEMP = Full-time temporary employee w/ < 6 month appointment and not eligible for benefits
- PTTEMP = Part-time temporary employee and not eligible for benefits
- REH RETIRE = rehired retiree
- RTLFT = regular, time-limited full-time and benefit eligible
- RTLPT = regular, time-limited part-time and benefit eligible

Earnings Distribution

An employee’s salary can be charged against the department’s default SmartKey.

Or

When an employee’s salary is split over multiple departments or charged to a department other than that listed on their Job Data then an appointment SmartKey(s) is used.

Click the spyglass for “Select DeptID” to view the SmarKey information on the Job Summary Page.
Viewing Job Summary

**Look Up Select DeptID**

<table>
<thead>
<tr>
<th>Department:</th>
<th>begins with ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>begins with ▼</td>
</tr>
</tbody>
</table>

[Lock Up] [Clear] [Cancel] Basic Lookup

**Search Results**

<table>
<thead>
<tr>
<th>View</th>
<th>100</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Description</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>738000</td>
<td>SOM: Rad: Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the department number and the SmartKey information will populate on the page.

**Earnings Distribution**

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Fiscal Year</th>
<th>Effective Date</th>
<th>Smartkey Dept Default</th>
<th>Distrb %</th>
<th>Grant End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>738000</td>
<td>2012</td>
<td>09/01/2011</td>
<td>Yes</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Jobs**

<table>
<thead>
<tr>
<th>Empl Record</th>
<th>Department</th>
<th>Description</th>
<th>Payroll Status</th>
<th>Pay Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>500000</td>
<td>TEC Admin Balance Sheet</td>
<td>Active</td>
<td>TCM</td>
</tr>
</tbody>
</table>

If an employee has an additional job, it will be listed at the bottom of the Job Summary Page. Click the spy glass under “Details” to view the information for the additional job.
Viewing Job Summary

**Daily Duck**

**Empl ID**: 9999910
**Empl Rcd #**: 1

**Campus Mail Location**
- **Eff Date**: 09/01/2011
- **Campus Mail Loc**: 0260-001-1AA

**Prt Dept and Pay Check Loc**
- **Company**: EUV
- **Primary Department ID**: 738000
- **Eff Date**: 09/01/2011
- **Pay Check Dist Loc**: 1651002

**First Start Date**: 09/01/2011
**Last Start Date**: 09/01/2011
**Service Date**: 09/01/2011
**Term Date**: 
**Vac Hours Bal**: 
**Sick Hours Bal**: 

**Job Information**
- **Eff Date**: 09/01/2011
- **Act Date**: 11/07/2011
- **Rtn Code**: HRE
- **Act Code**: New Hire
- **Action**: HIR
- **Company**: EUV
- **Location Code**: ECL
- **Dept ID**: 500000
- **Job Code**: 514103
- **Empl Class**: Q
- **Empl Status**: Active
- **Salary Grade**: 096
- **Elig Config 1**: REG
- **Std Hours**: 40.00
- **FTE**: 1.000000
- **Future Term Date**: 
- **Future Term Rsn**: 

**Comp Freq**: M
**Monthly**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Percent of Distribution</th>
</tr>
</thead>
</table>
