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 (job codes 9903 & 9905)
- RTLPT = regular, time-limited part-time and benefit eligible (job codes 9903 & 9905)

**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

Department: begins with  
Description: begins with  

Search Results

Department Description
738000  SOM: Rad: Administration

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>Smartkey Dept Default</th>
<th>Distrb %</th>
<th>Grant End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>738000</td>
<td>2012</td>
<td>Yes: □ No: ◯</td>
<td>100.00%</td>
<td></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.

Additional Jobs

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

**Campus Mail Location**
- **Eff Date:** 09/01/2011
- **Campus Mail Loc:** 0280-001-1AA

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

**Job Information**
- **Eff Date:** 09/01/2011
- **Action:** HIR
- **Rsn Code:** HRE
- **Act Date:** 11/07/2011
- **Supervisor:**
- **Company:** EUV
- **Location Code:** EGL
- **Dept ID:** 500000
- **Job Code:** 514103
- **Empl Class:** Q
- **Empl Status:** Active
- **Salary Grade:** 096
- **Elig Config:** REG
- **ECL:**
- **Admin Balance Sheet:**
- **Physician Member:**
- **Member (Clinic):**
- **Std Hours:** 40.00
- **FTE:** 1.000000
- **Future Term Date:**
- **Future Term Resp:**

**Comp Freq:** M Monthly

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

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