



## Reference guide

This guide provides information regarding the fields and attributes that appear in job data for employees.

Please [refer to the Data Management staff directory](#) for the Data Management specialist responsible for your department.

## Table of contents

- Introduction** ..... 2
- Applying for security roles and department access** ..... 2
- Accessing job data**..... 3
- Searching for an employee** ..... 4
- Reviewing job data**..... 6
  - Job header..... 6
  - History ..... 8
  - Work location ..... 8
  - Job information ..... 9
  - Job labor ..... 11
  - Payroll..... 11
  - Salary plan..... 12
  - Compensation ..... 12
- Employment data** ..... 13
- Earnings distribution** ..... 14
- Benefits program participation** ..... 14
- Notes on benefit record numbers** ..... 15

## Introduction

This guide will introduce the available pages for reviewing an employee's job data, including job information, compensation, service history and general benefits. All information is view only. Any requests to change job data must be initiated through a Personnel Transaction Request, position management or online renewal.

To access job data, a user must have the appropriate security role and department access. To learn how to request a security role, please [review the knowledge-based article](#).

## Applying for security roles and department access

To check which roles you currently have, [log in to PeopleSoft](#) and click:

1. ASU Customizations.
2. ASU Security.
3. Manage Security Requests.
4. My Security Access Roles.

HCM job data view — this role allows view-only access to job data, update contract pay, commitment accounting cross-reference and position cross-reference pages. There is no required training for this role.



## PeopleSoft department access

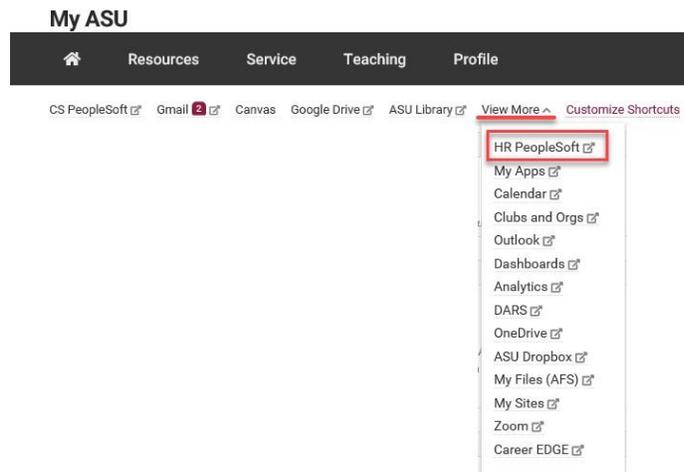
Security must be set to view a group of departments. The default setting is for self-service, where users can only view their records. [Submit a ticket through ServiceNow](#) to request department access. Provide department codes and business justification in the "additional details" field in the ticket.

To navigate to this catalog item, click:

1. Service Catalog.
2. Security.
3. Identity and Access Management.
4. PeopleSoft Security.
5. PeopleSoft Security Department Access Request.

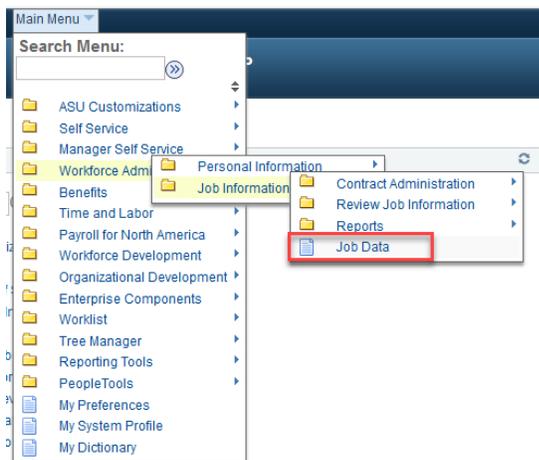
## Accessing job data

[Log in to HR PeopleSoft](#) or [My ASU](#) to access job data. If the link does not appear on the My ASU homepage, click “View More” and select HR PeopleSoft from the list.



In PeopleSoft, navigate to:

1. Workforce Administration.
2. Job information.
3. Job data.



## Searching for an employee

A search can be performed by filling in one or more fields on the job data search page. An employee ID number is the preferred method of search.

- Empl ID — employee ID.
  - 10-digits long.
  - Also called an affiliate ID.
- Empl Rcd Nbr — an employee record number.
  - It is used in conjunction with an employee ID.
- Alternate employee ID — employee’s campus ID.
  - Most commonly begins with 99.
- Name — employee’s full name.
  - Formatted as first and last.
- Last name — employee’s last name.
  - A search on this field can be performed using all or part of the last name.
- Second name — not used.
- Alternate character name — not used.
- Include history — you should check this box to see an employee’s employment history.



Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search

▼ Search Criteria

Empl ID begins with [ ]

Empl Record = [ ]

Alternate Employee ID begins with [ ]

Name begins with [ ]

Last Name begins with [ ]

Second Last Name begins with [ ]

Alternate Character Name begins with [ ]

Middle Name begins with [ ]

Include History  Case Sensitive

Limit the number of results to (up to 300): [ 300 ]

Search Clear Basic Search Save Search Criteria

### Selecting the employee

In some instances, searching for an employee may produce more than one result. It is either due to searching an employee’s name and returning multiple employees with the same name or a single employee having more than one employee record.

Multiple employee record numbers for a single employee mean the employee has multiple jobs. If known, select the specific record or the choose the lowest record – always zero.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search

▼ Search Criteria

Empl ID begins with [ 1200 ]

Empl Record = [ ]

Alternate Employee ID begins with [ ]

Name begins with [ ]

Last Name begins with [ ]

Second Last Name begins with [ ]

Alternate Character Name begins with [ ]

Middle Name begins with [ ]

Include History  Case Sensitive

Limit the number of results to (up to 300): [ 300 ]

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

Empl ID	Empl Record	Alternate Employee ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
1200	0	99	Smith	Smith	(blank)	(blank)		
1200	1	99	Smith	Smith	(blank)	(blank)		
1200	2	99	Smith	Smith	(blank)	(blank)		
1200	3	99	Smith	Smith	(blank)	(blank)		

A new page will immediately display the employee’s job data instead of listing results if only one result is found based on the search criteria.

## Reviewing job data

### Job header

Job data contains six tabs that display various employee information. On each tab, the header containing “Effective Date,” “Action” and “Reason” will carry through.



- Employee record — the individual job record for the employee. An employee may have multiple employee records. The jobs may be active or inactive.
- HR status — it may be active or inactive. An employee’s HR status is the overall status for a given record.
- Payroll status — the employee’s current status to determine if a paycheck is issued.
  - Active — A — the employee is being paid.
  - Leave with pay — P — the employee is being paid during leave.
  - Leave of absence — L — the employee is on unpaid leave.
  - Suspended — S — the employee is suspended and not being paid.
  - Short work break — W — the employee is on a work break.
  - Terminated — T — the employee has been terminated, and the HR status will be inactive.
  - Retired — R — the employee has retired, and the HR status will be inactive.
- Effective date —the date the action and reason become effective in PeopleSoft.
- Sequence — Order or action when more than one action occurs on the same effective date.
- Action — a change that was made to the record.
- Reason — a reason that the change was made.
- Job indicator — identifies whether the record is primary or not applicable. A nightly process occurs automatically and updates the indicator based on the following rules:
  - Check all active, leave of absence, leave with pay, suspended and short work break records for the highest salary and annual rate and make it the primary.
  - If more than one record is found, set the lowest employee record to primary.

- If no HR active records exist for an employee, check retired and terminated jobs for the highest salary and make it primary.
- If more than one record is found, set the lowest employee record to primary.
- Mark all other records as “not applicable.”

## Job footer

The footer appears on each view while you navigate job data. Buttons will appear grey if unavailable due to access limitations or your current selections.

- Save — save changes made to the job.
  - Not available in view only.
- Return to search — return to the employee search page.
- Previous in list — Navigate to the previous employee search result.
  - Selecting this will move between search results which may include multiple employees or employee records, depending on the search criteria used.
  - The option will not appear when only one record is present.
- Next in list — Navigate to the following employee search result.
  - Selecting this will move between search results which may include multiple employees or employee records, depending on the search criteria used.
    - The option will not display when only one record is present.
- Notify — not used.
- Refresh — update the page after saving.
  - Not available in view only.
- Update/Display — include the current action on a record.
- Include history — include all dates and actions made on a record.
- Correct history — update the job data.
  - Not available in view only.



[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

## History

In job data, an employee record number may contain several actions. Each action is recorded using an effective date. If “Include History” is enabled, the arrows at the top of the header can be used to navigate between dates and actions.



The screenshot shows a navigation bar with tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. Below the tabs, the employee name 'Smith' and 'Employee' are displayed on the left, and 'Empl ID 1200' and 'Empl Record 3' are on the right. A 'Work Location Details' section is visible, containing fields for Effective Date (12/02/2018), Effective Sequence (0), HR Status (Inactive), Action (Data Change), and Reason (Job Indicator Change). A 'Find' button is located to the right of the details. A red box highlights the navigation controls: 'First', '1 of 13', and 'Last', with a 'Go To Row' button below them.

## Work location

The work location tab contains an overview of the employee’s job, including their position and department:

- Position number — the current position number and title based on the job code.
- Position entry date — the date the employee was hired on the position number.
- Business unit — the college or vice president area of the department.
- Department — the employee’s department code and description.
- Department entry date — the date the employee entered the department.
- Location — identifies the campus.
- Expected job end date — the last date active before the job will go to a short work break if checked.
- Expected return date — the date of the anticipated return from leave.
  - It only appears if an employee is on leave.
- Termination date — the date the employee was terminated, resigned or retired.
  - It only appears when the action “Termination” is used on the job layer.
- Date created — the date the row was created on job data via the DMX, PTR or a system update, whether it is in the future or past.
  - Remember, the effective date controls when the action and reason become active in PeopleSoft.



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted]  
Empl Record 1

Work Location Details Find First 1 of 3 Last Go To Row

\*Effective Date 12/30/2019  
Effective Sequence 2  
HR Status Active  
Payroll Status Active

\*Action Return from Work Break  
\*Reason Employee Renewal  
\*Job Indicator Primary Job

Position Number 21: 5 Academic Assoc  
Use Position Data

Position Entry Date 08/13/2018  
Position Management Record

Regulatory Region USA United States  
Company ASU Arizona State University  
Business Unit B0101 B - Provost Tempe  
Department B1 [redacted]

Department Entry Date 08/13/2018  
Location TEMPE Campus: Tempe  
Establishment ID ASU00 Arizona State University Date Created 01/02/2020

Last Start Date 08/13/2018  
Expected Job End Date 05/17/2020  End Job Automatically

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

## Job information

The job information tab contains more detailed information about the job record.

- Job code — the job code and description.
- Entry date — the date the employee was hired on the job code.
- Reports to — the position number and name of the person designated as a supervisor.
  - ASU also uses this field to designate a person responsible for the employee.
- Regular/Temporary — the frequency of the employee’s work as regular, NT/NC academic or variable.
- Full/Part — the schedule of the employee’s work as full-time, part-time or PRN.
- Empl class — the employee’s type based on their job.
  - Academic professional — ACP.
  - Academic professional with administrative appointment — APA.
  - Administrative — ADM.
  - Classified — CLS.
  - Faculty with administrative appointment — FAA.
  - Faculty — FAC.
  - Graduate assistant or associate — GRD.
  - Post-doctoral — DOC.
  - Student worker — STU.
  - University staff — SRP.



Reference guide for job data

- Classified Ind — additional classification based on the job.
- Standard hours — the scheduled hours per week.
- FTE — the calculated FTE based on standard hours.
- Combined Std hours/FTE — the combined scheduled hours and FTE from all HR active job data records for the employee.
- Contract number — the contract number is not used by ASU.
- FLSA status — exempted or nonexempt based on job duties and the salary test.

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted]  
Empl Record 3

**Job Information Details** [?] [Search] | 1 of 1

Effective Date	10/18/2022	<a href="#">Go To Row</a>	
Effective Sequence	0	Action	Data Change
HR Status	Active	Reason	Job Indicator Change
Payroll Status	Active	Job Indicator	Primary Job

Current

\*Job Code: 983000 [Search] Student Worker III

Entry Date: 10/17/2022 [Calendar]

Supervisor Level: [Search]

Reports To: [redacted]

\*Regular/Temporary: Variable [Dropdown]

Empl Class: Student

\*Regular Shift: Not Applicable [Dropdown]

Conference/Events Planner: [redacted]

\*Full/Part: Part-Time [Dropdown]

Officer Code: N/A

Shift Rate: [Text Box]

Shift Factor: [Text Box]

Classified Ind: Student Wages [Search]

Duties Type: [Search]

**Standard Hours** [?]

Standard Hours: 20.00 [Text Box] Work Period: W Weekly

FTE: 0.500000 [Text Box] As of Date: 10/18/2022 [Calendar]

Adds to FTE Actual Count?  Encumbrance Override

Combined Standard Hours: 20.00 FTE: 0.500000

**Contract Number** [?]

Contract Number: [Text Box] [Search] [Next Contract Number](#)

Contract Type: [Text Box]

**ASU Jobcode/Job Data**

Workers' Comp Code: 8868 EEO Job Group: 999 Student Workers Fingerprint required?:

USA

\*FLSA Status: Nonexempt [Dropdown] Work Day Hours: [Text Box]

\*EEO Class: None of the Above [Dropdown]



### Job labor

ASU does not use the job labor tab.

### Payroll

The payroll tab contains information used for payroll, including the pay group and relevant tax details.

- Pay group — an employee’s group based on FLSA status and employee class.
  - A12 — academic year salary paid over 12 months.
  - ACD — academic.
  - FSW — short work break.
  - GRD — graduate assistant.
  - HRY — hourly, nonexempt.
  - SAL — salaried.
  - STU — student.
- Employee type — identifies if the employee is hourly or salaried.
- Tax location code — identifies the state where the employee is taxed.
- Holiday schedule — none.
- FICA status — identifies if the employee is subject to or exempt from FICA tax.

## Salary plan

The salary plan tab identifies the employee’s salary administration plan and grade.

- Salary administration plan — identifies the salary group based on the job code.
- Grade — identifies the grade within a job.
- Grade entry date — the date the employee entered the grade.



The screenshot displays the 'Salary Plan Details' tab. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan (selected), and Compensation. Below the tabs, the employee's ID and record number (Empl Record 1) are shown. The main content area is divided into several sections:

- Effective Date:** 12/30/2019
- Effective Sequence:** 2
- HR Status:** Active
- Payroll Status:** Active
- Action:** Return from Work Break
- Reason:** Employee Renewal
- Job Indicator:** Primary Job
- Salary Admin Plan:** ZZZZ (Default Salary Plan)
- Grade:** ZZZ (Salary Plan Default)
- Grade Entry Date:** 08/13/2018
- Step:** [Empty field]
- Step Entry Date:** [Empty field]

Additional features include a 'Go To Row' button, a 'Current' indicator, and a checkbox for 'Includes Wage Progression Rule'.

## Compensation

The compensation tab contains detailed pay information.

- Compensation rate — the biweekly or hourly rate.
- Frequency — the schedule of payments.
  - Hourly — H.
  - Biweekly — ASUBW/B.
  - Paid for the number of weeks — ASU##.
- Comparative information — shows the change in compensation between current and prior.
- Pay rates — shows the breakdown in compensation for daily, hourly, biweekly and annual rates.
- Pay components — displays salary or hourly rate.



Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Employee [redacted] Empl ID [redacted]  
Empl Record 1

Compensation Details [?] Find First 1 of 3 Last  
Go To Row

Effective Date 12/30/2019  
Effective Sequence 2  
HR Status Active  
Payroll Status Active  
Action Return from Work Break  
Reason Employee Renewal  
Job Indicator Primary Job  
Current

Compensation Rate 470.000000 Frequency ASU10 10 Pays

Comparative Information [?]  
Change Amount 0.000000 USD ASU 10 Pay Periods  
Change Percent 0.000 Compa-Ratio

Pay Rates [?]  
Daily 47.000000 USD ASUBW 180.769231 USD  
Hourly 29.375000 USD Annual 4,700.000000 USD

Default Pay Components

Pay Components [?] Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion		
Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL		0	4,700.000000 USD	A	

Calculate Compensation

## Employment data

The employment data section contains service history information.

Employment Information

Employee [redacted] Empl ID [redacted]  
Empl Record 1

Organizational Instance [?]  
Organizational Instance Rcd 1 Original Start Date 08/14/2017  Override  
Last Start Date 01/01/2018 First Start Date 01/01/2018  
Termination Date  
Org Instance Service Date 01/01/2018  Override  
Years Months Days  
2 0 14

Organizational Assignment Data [?]  
Instance Record  
Last Assignment Start Date 01/01/2018 First Assignment Start 01/01/2018  
Assignment End Date  
Home/Host Classification Home  
Company Seniority Date 01/01/2018  Override  
Benefits Service Date 01/01/2018  Override  
Seniority Pay Calc Date 01/01/2018  Override  
Probation Date  
Professional Experience Date Last Verification Date  
Business Title Faculty Assoc Position Phone

USA

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

The employment data page will display various start dates, including the original start date at the university and other start dates for the record. These dates are used in multiple benefits calculations.

## Earnings distribution

The earnings distribution section contains compensation information.

The screenshot displays the 'Job Earnings Distribution' interface. At the top, it shows 'Employee' and 'Empl ID' fields. Below this, there are several sections: 'Earnings Distribution Type' with fields for Effective Date, Effective Sequence, HR Status, Payroll Status, Action, Reason, and Job Indicator; 'Compensation Rate' with Standard Hours, Work Period, and Compensation Frequency; and 'Job Earnings Distribution' with fields for Position Number, Department, Regular Shift, Earnings Code, Compensation Rate, Percent of Distribution, Business Unit, and Job Code. At the bottom, there are tabs for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'.

The earnings distribution will display a combination of compensation and job information, including the employee’s default earnings code.

## Benefits program participation

The benefits program participation section contains general information about benefits enrollment.

- Benefit record number — the employee’s identifying benefit instance number.
  - Employees may have multiple benefit record numbers if they have differing job classifications.
  - It is similar to an employee record number, but the benefit record number is used to determine a specific benefit instance.
- Benefits system — benefits administration.
- Benefits employee status — the employee’s current benefit status as active, hold with no benefits, leave of absence, leave with benefits or terminated.
- BAS group ID — identifies group either open enrollment eligible or null.
- Elig Fld 9 — contains the last PTR number on the employee record.
- Benefit program participation effective date — the date the employee was enrolled in the benefits program.
- Benefit program — the employee’s current benefit group.
  - ACA — ACA benefits eligible.
  - BEN — all benefits eligible.
  - DFT — default benefit program.
  - LMT — limited benefits.
  - OTH — other limited employee groups.
  - STU — student.



### Notes on benefit record numbers

A permanent benefit record number is assigned upon creating an employee record number. If an employee switches to a job that matches different benefits record criteria, a new employee record will be given with a new benefit record number. The chart below illustrates the benefit record numbers and their standards.

Benefit record	Attributes	
0	A regular or long-term temporary employee who is not a student, graduate or peace officer.	REG_TEMP = R or L; and EMPL_CLASS <> STU or GRA; and OFFICER_CD <> G
1	A seasonal or short-term temporary employee who is not a student, graduate or peace officer.	REG_TEMP = S or H; and EMPL_CLASS <> STU or GRA; and OFFICER_CD <> G
2	Peace officer	OFFICER_CD = G; and EMPL_CLASS <> STU or GRA
3	Student or graduate	EMPL_CLASS = STU or GRA