Reference Guide

Job Data

A guide to the fields and attributes that appear in Job Data for a given employee.

HR Data Management Contacts

Please refer to the Data Management staff directory, for the Data Management Specialist responsible for your department.

Table of Contents

This guide will introduce the pages that are available for reviewing an employee's Job Data. This includes job information, compensation, service history, and general benefits. All information is View Only. Any requests to change job data must be initiated through Personnel Transaction Request (PTR), position management, or online renewal.

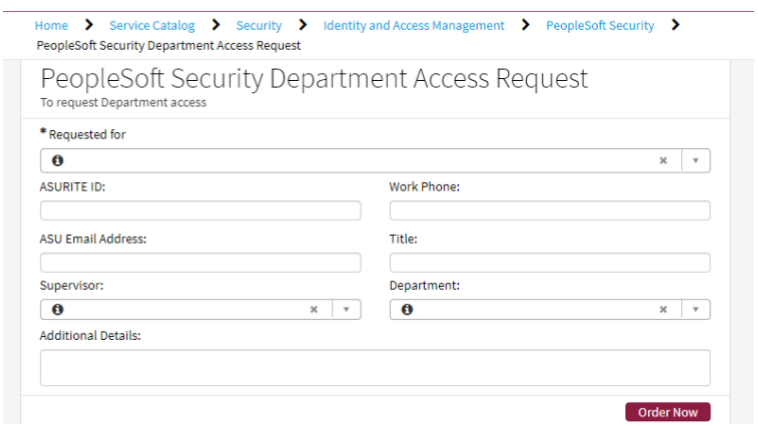
In order to access Job Data, a user must have the appropriate security role and department access, also called row security. To learn how to request a security role, go to [How to apply for a PeopleSoft Security Role](#).

How to Apply for Security Roles and Department Access

To check what roles you currently have, log in to PeopleSoft at https://hr.oasis.asu.edu. Navigate to **ASU Customizations > ASU Security > Manage Security Requests > My Security Access Roles**

HCM Job Data View:

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.

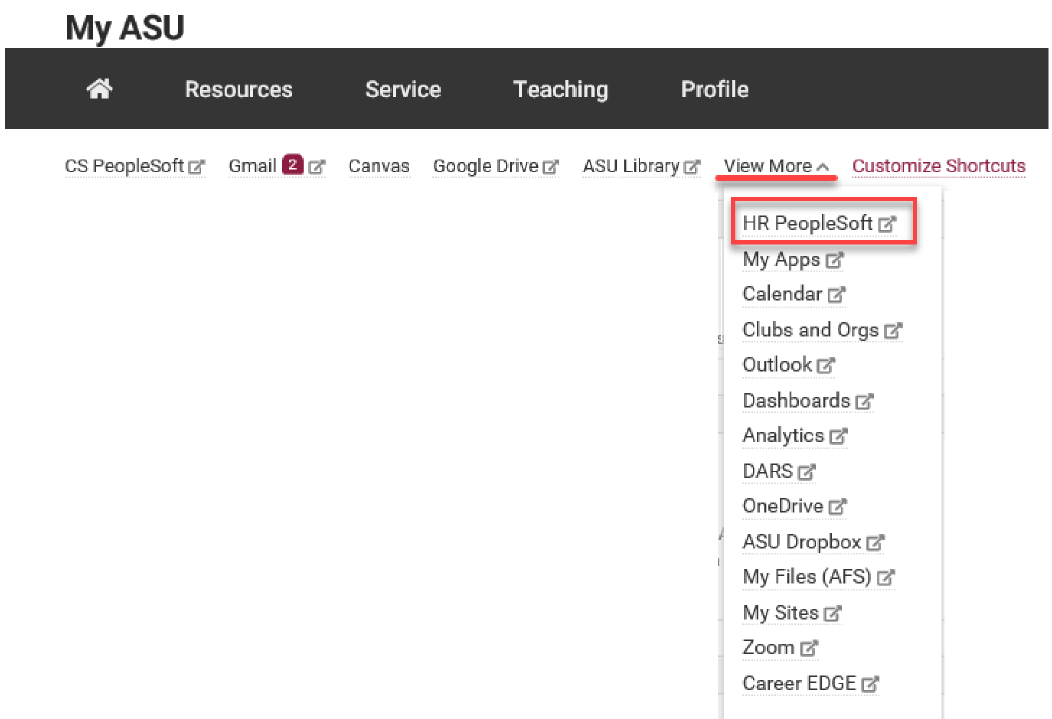


PeopleSoft Department Access: Security must be set to view a group of departments. The default setting is for Self-Service where the user can only view his or her own record. Submit a ticket [via ServiceNow to request department access](#). Provide dept code(s) and business justification in the 'Additional Details' field in the ticket.

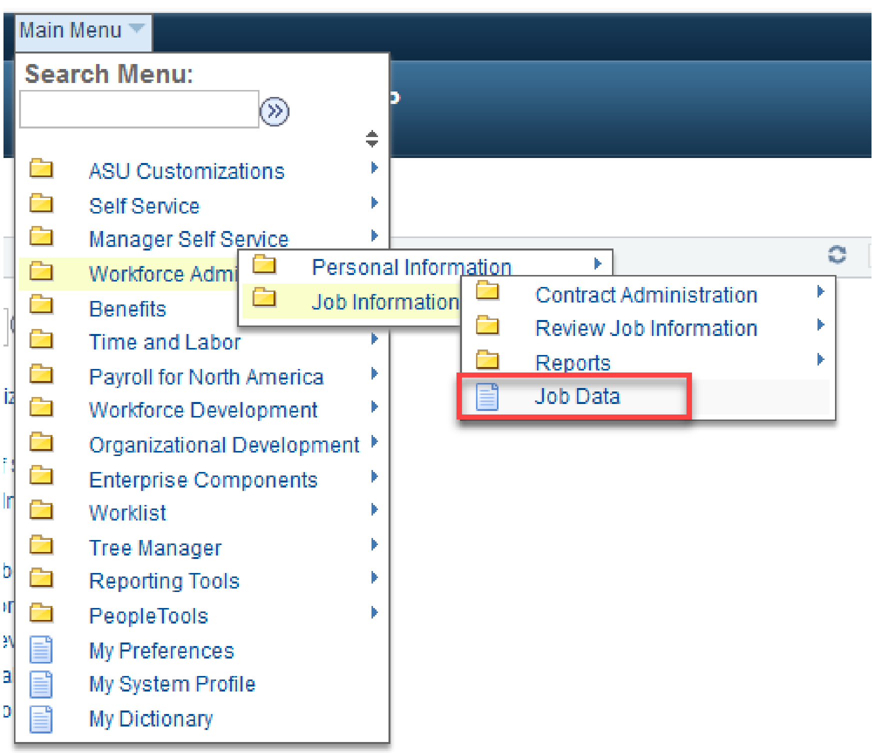
To navigate to this catalog item, **Service Catalog> Security> Identity and Access Management> PeopleSoft Security> PeopleSoft Security Department Access Request.**

Accessing Job Data

Login to HR PeopleSoft using this link or from MyASU. If the link doesn't appear on the MyASU homepage, click 'View More' and select HR PeopleSoft from the list.

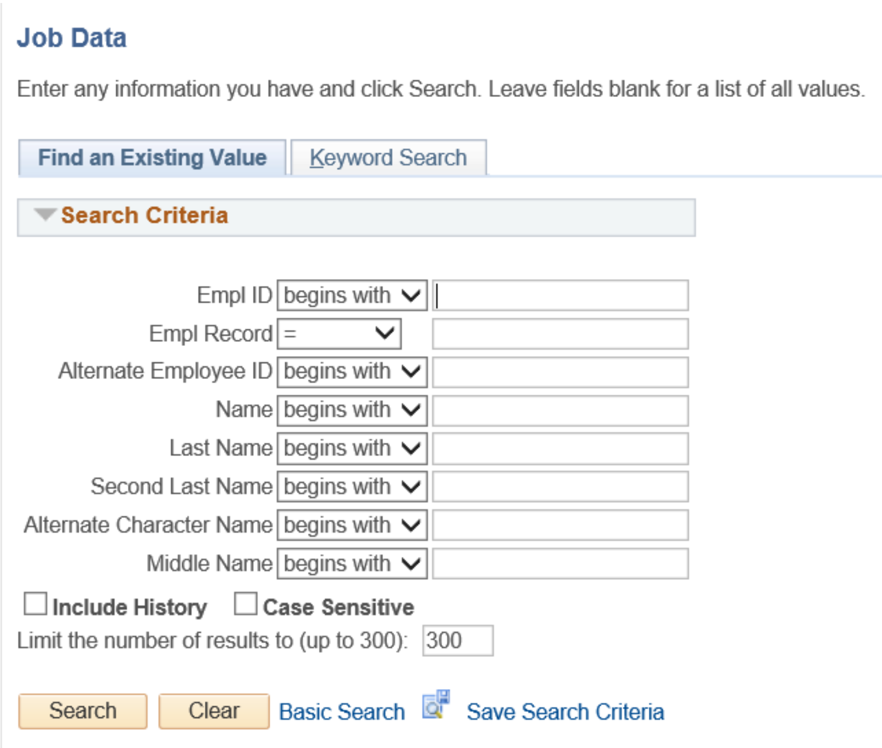


In PeopleSoft, navigate to Workforce Administration > Job Information > Job Data.



Searching for an Employee

This is the Job Data search page. A search can be performed by filling in one or more of the fields. An Employee ID number is the preferred search.



Empl ID: Employee ID (10-digit number; also called Affiliate ID)

Empl Rcd Nbr: Employee Record Number (used in conjunction with Employee ID).

Alternate Employee ID: The employee's Campus ID (most commonly beginning with 993).

Name: The employee's full name formatted as First Last.

Last Name: The employee's last name. A search on this field can be performed using either all or part of the last name.

Second Name: Not used.

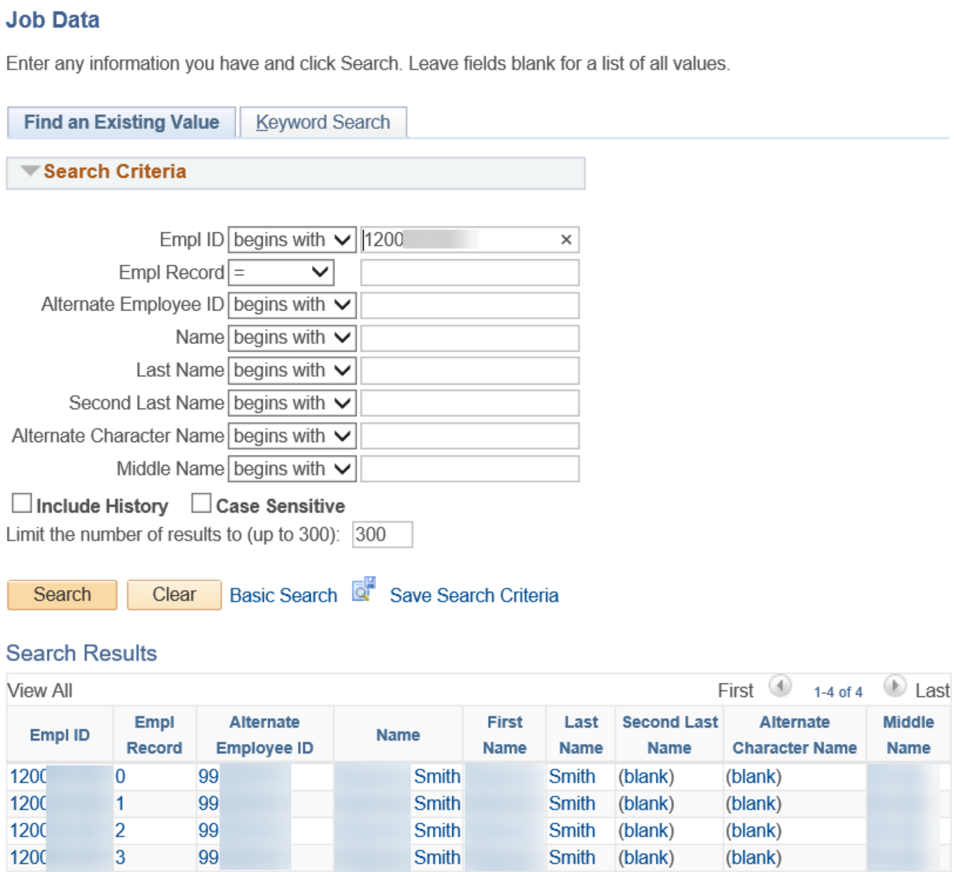
Alternate Character Name: Not used.

Include History: This box should be checked in order to see an employee's employment history.

Selecting the Employee

In some instances, searching for an employee may produce more than one result. This is either due to searching on an employee's name and returning multiple employees with the same name or a single employee having more than one Employee Record Number.

Multiple Employee Record Numbers for a single employee means that the employee has multiple jobs. Select the lowest instance (will always be 0) or the specific Record, if known.



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

Reviewing Job Data

Job Header

Job Data contains several tabs that show different parts of the employee's job information. On each tab, the header containing Effective Date, Action and Reason will carry through.


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

Smith
Employee
Empl ID 1200
Empl Record 3

Work Location Details
Find First 1 of 13 Last
Go To Row

Effective Date	12/02/2018		
Effective Sequence	0	Action	Data Change
HR Status	Inactive	Reason	Job Indicator Change
Payroll Status	Terminated	Job Indicator	Primary Job

Current

Employee Record: The individual job record for the employee. An employee may have multiple employee records for multiple jobs. The jobs may be active or inactive.

HR Status: Active or Inactive. An employee's HR status is the overall status for a given record.

Payroll Status: Payroll status is the employee's current status to determine if a pay check is issued.

- Active (A) – the employee is being paid
- Leave with Pay (P) – the employee is being paid during a 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 work break
- Terminated (T) – the employee has been terminated (HR Status will be Inactive)
- Retired (R) – the employee has retired (HR Status will be Inactive)

Effective Date: Date the action/reason becomes effective in PeopleSoft.

Sequence: Order of Action (when more than one action occurs on the same effective date).

Action: Change that was made to the Record.

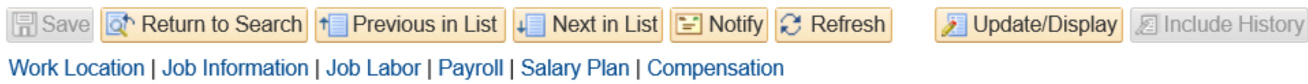
Reason: Reason that the change was made.

Job Indicator: Identifies whether the Record is Primary or Not Applicable. A nightly process automatically updates the indicator based on the below rules:

1. Check all Active, Leave of Absence, Leave with Pay, Suspended, and Short Workbreak records for the highest salary/annual rate and make it the primary.
2. If more than one record is found in step 1, set the lowest employee record to primary.
3. If no HR active records exist for an employee, check Retired and Terminated jobs for the highest salary and make it primary.
4. If more than one record is found in step 3, set the lowest employee record number to primary.
5. Mark all other records as 'not applicable'.

Job Footer

The footer appears on each view while you navigate Job Data. Buttons will appear gray if they are not available due to access limitations or due to your current selections.



Save: Save changes made to 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. This option will not display when only one Record is present.

Next in List: Navigate to the next Employee Search result. Selecting this will move between search results which may include multiple Employees or Employee Records, depending on the search criteria used. This option will not display when only one Record is present.

Notify: Not used.

Refresh: Update page after Save. Not available in View Only.

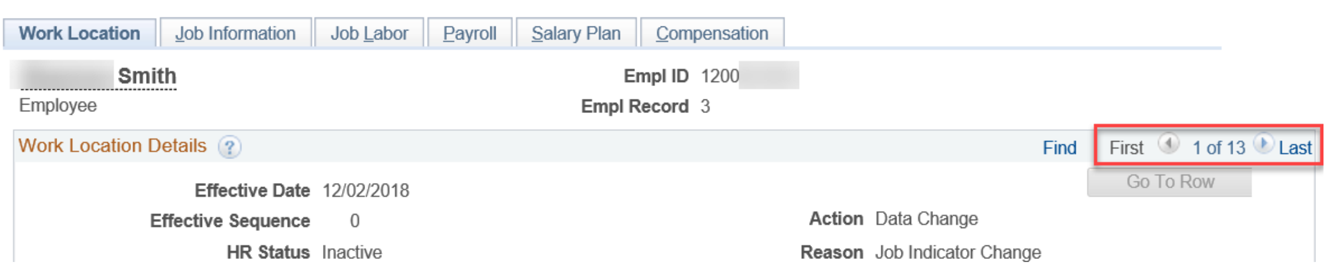
Update/Display: Include only current action on a Record.

Include History: Include all dates and actions made on a Record.

Correct History: Update Job Data. Not available in View Only.

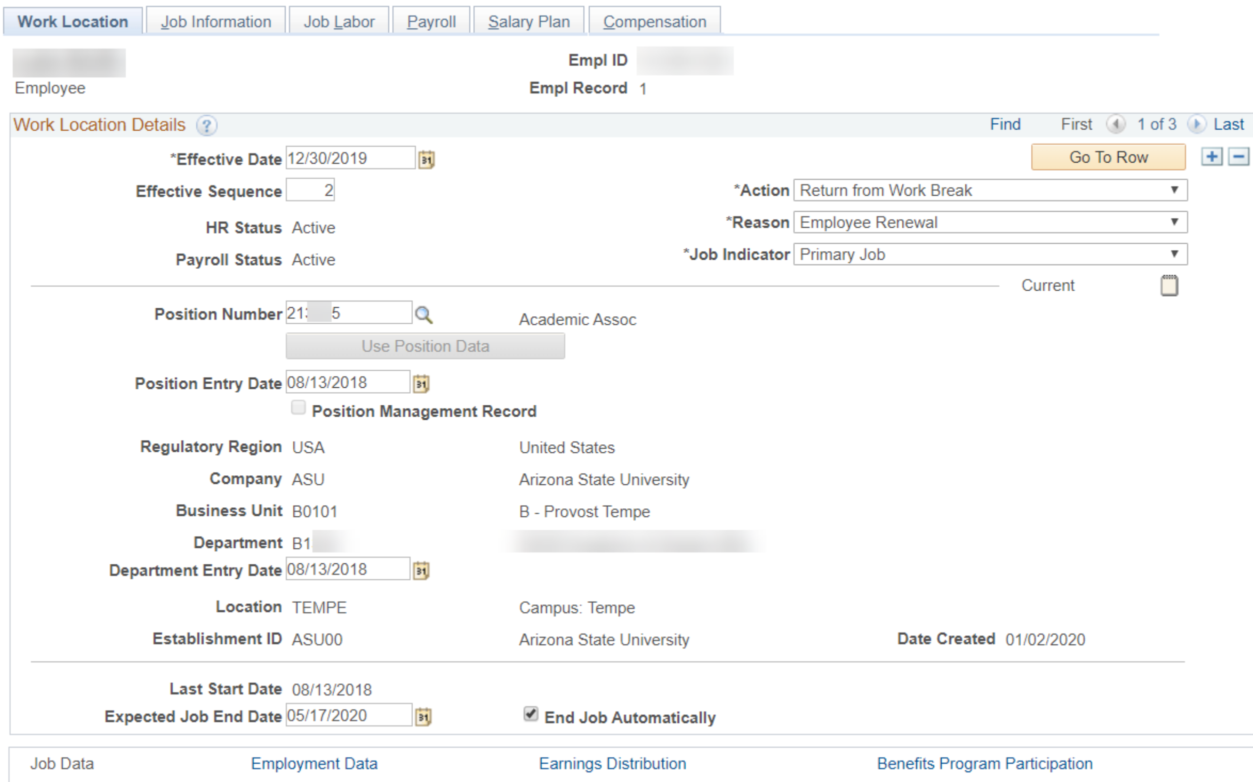
History

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.



Work Location

The Work Location tab contains an overview of the employee's job including position and department.


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

Employee
Empl ID
Empl Record 1

Work Location Details
Find First 1 of 3 Last

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

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
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

Position Number: Current Position Number and Title (based on job code).

Position Entry Date: Date the employee was hired on the Position Number.

Business Unit: The College or VP area of the Department.

Department: The employee's current Department code and description.

Department Entry Date: Date the employee entered the Department.

Location: Identifies the Campus.

Last Start Date: Date the employee was last hired on the record.

Expected Job End Date (End Job Automatically): Last date active before the job will go to Short Work Break if checked.

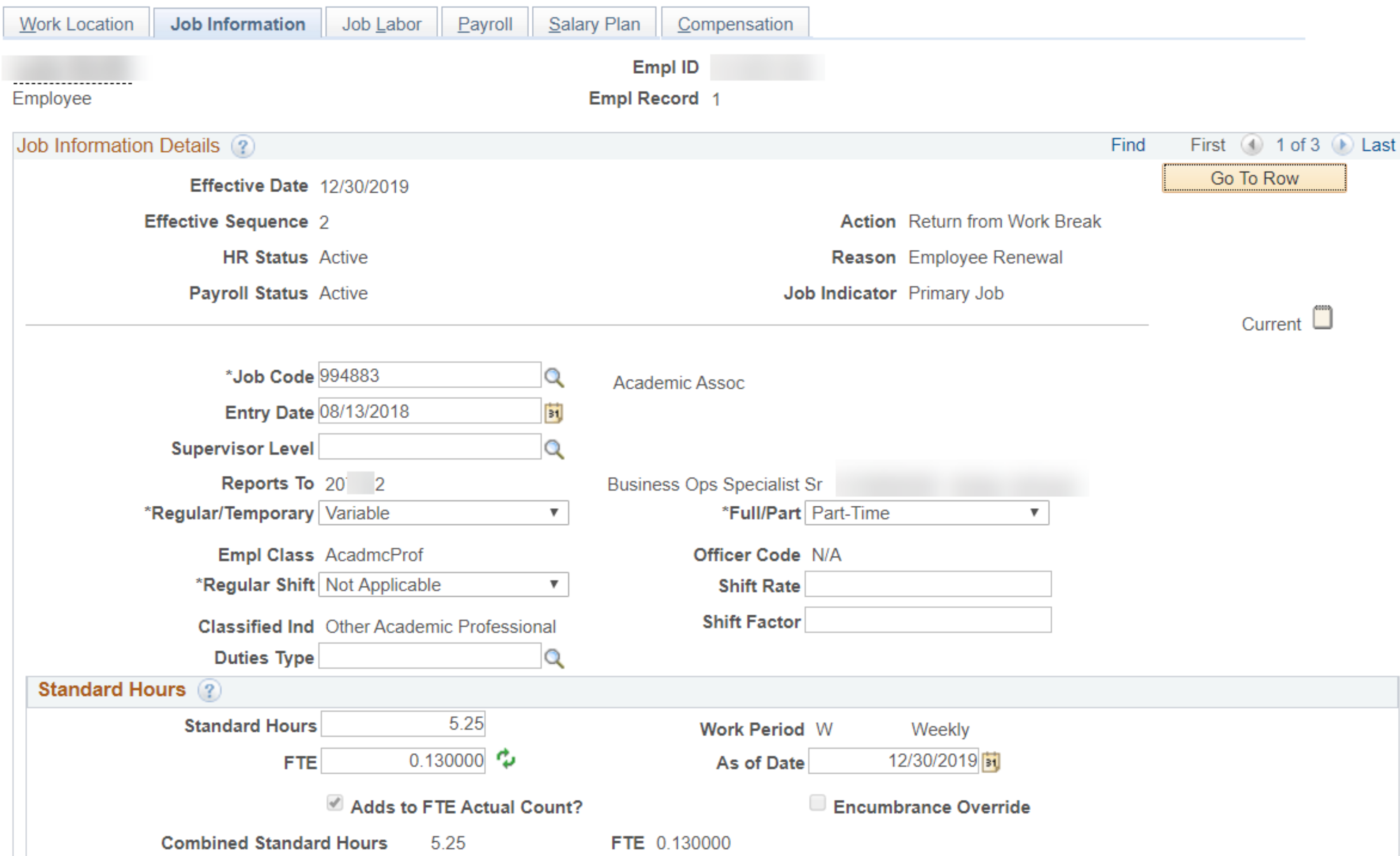
Expected Return Date: Date of anticipated return from leave; only appears if employee is on leave.

Termination Date: Date the employee was terminated, resigned or retired; only appears when action "termination" is used on job layer.

Date Created: Date the row was created on job data via DMX, PTR or system update, may be past- or future-dated. Remember the Effective date controls when the action/reason becomes active in PeopleSoft.

Job Information

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



Job Code: Current Job Code and Title.

Entry Date: Date the employee was hired on the Job Code.

Reports To: The position number and name of the person designated as Supervisor. ASU also uses this field to designate a person responsible for the employee (i.e. Time Admin).

Regular/Temporary: The frequency of the employee's work as Regular, NT/NC Acad, 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 job.

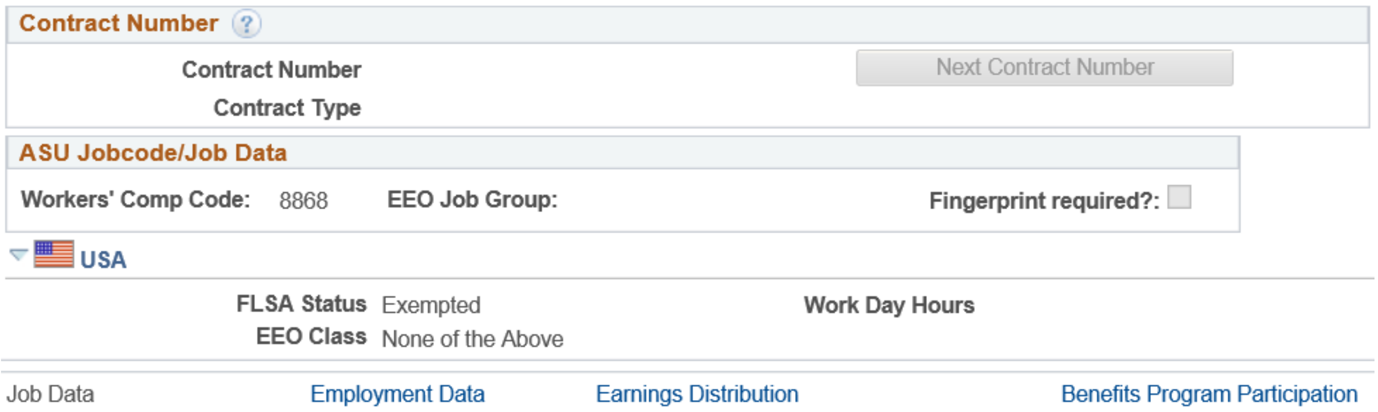
- Academic Professional (ACP)
- Academic Professional with Admin Appointment (APA)
- Administrative (ADM)
- Classified (CLS)
- Faculty with Admin Appointment (FAA)
- Faculty (FAC)
- Graduate Assistant/Associate (GRD)
- Post-Doctoral (DOC)
- Student Worker (STU)
- University Staff (SRP)

Classified Ind: Additional classification based on job.

Standard Hours: Scheduled hours per week.

FTE: Calculated FTE based on standard hours.

Combined Std Hours/FTE: Combined scheduled hours and FTE from all HR active job data records for employee.

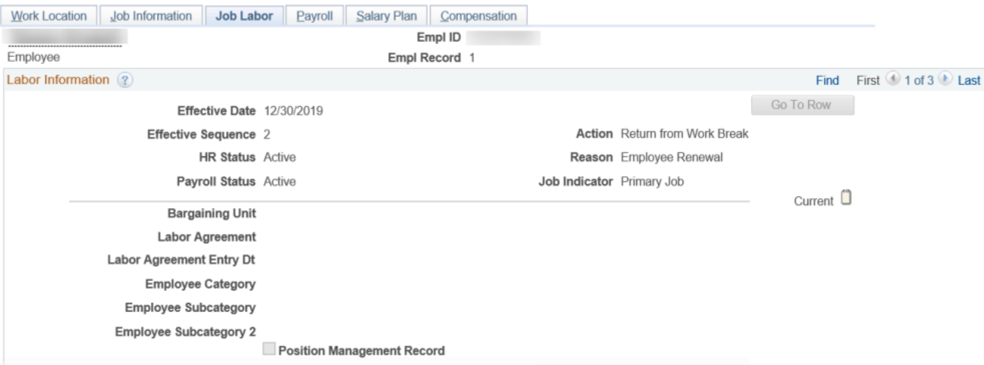


Contract Number: Contract Number is not used by ASU.

FLSA Status: Exempted or Nonexempt based on job duties and salary test.

Job Labor

The Job Labor tab is not used by ASU.


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

Employee
Empl ID
Empl Record 1

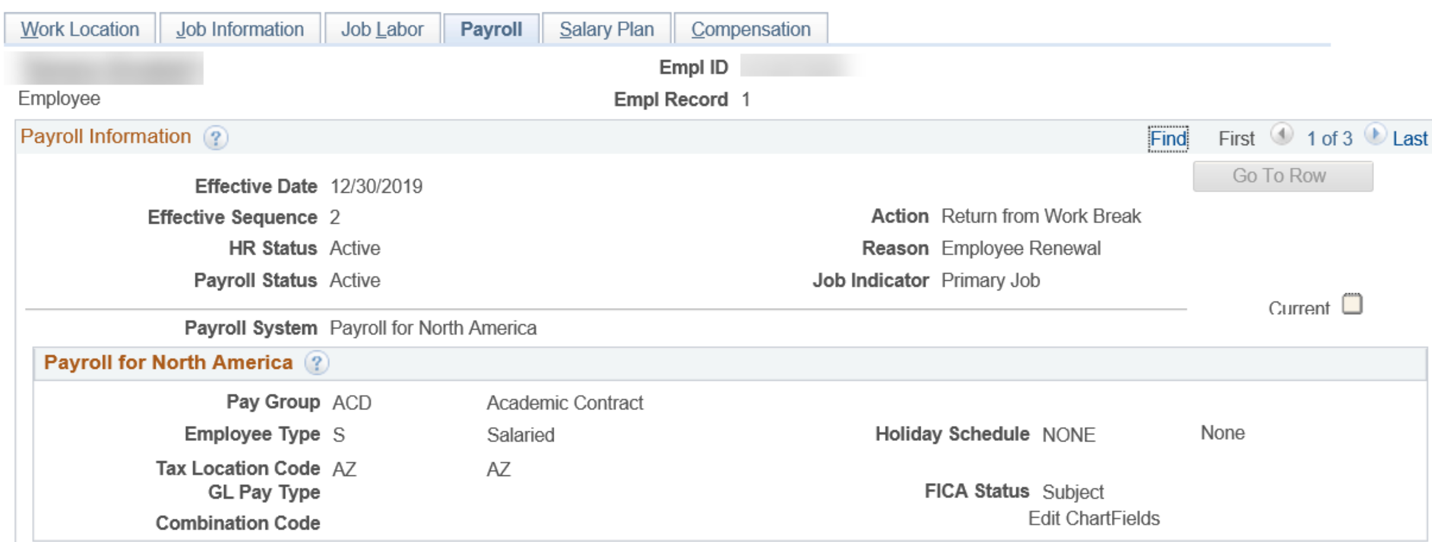
Labor Information
Find First 1 of 3 Last
Go To Row

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

Bargaining Unit
Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2
Position Management Record

Payroll

The Payroll tab contains information used for payroll including Pay Group and relevant tax details.


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

Employee
Empl ID
Empl Record 1

Payroll Information
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

Payroll System Payroll for North America

Payroll for North America
Pay Group ACD Academic Contract
Employee Type S Salaried
Holiday Schedule NONE None
Tax Location Code AZ AZ
GL Pay Type
FICA Status Subject
Combination Code
Edit ChartFields

Pay Group: An employee's group based on FLSA Status and Employee Class.

- **A12** – Academic paid over 12 months
- **ACD** – Academic
- **HRY** – Hourly non-exempt
- **STU** - Student
- **FSW** – Short Work Break
- **GRD** – Graduate Assistant
- **SAL** - Salaried

Employee Type: Identifies if the employee is Hourly or Salaried.

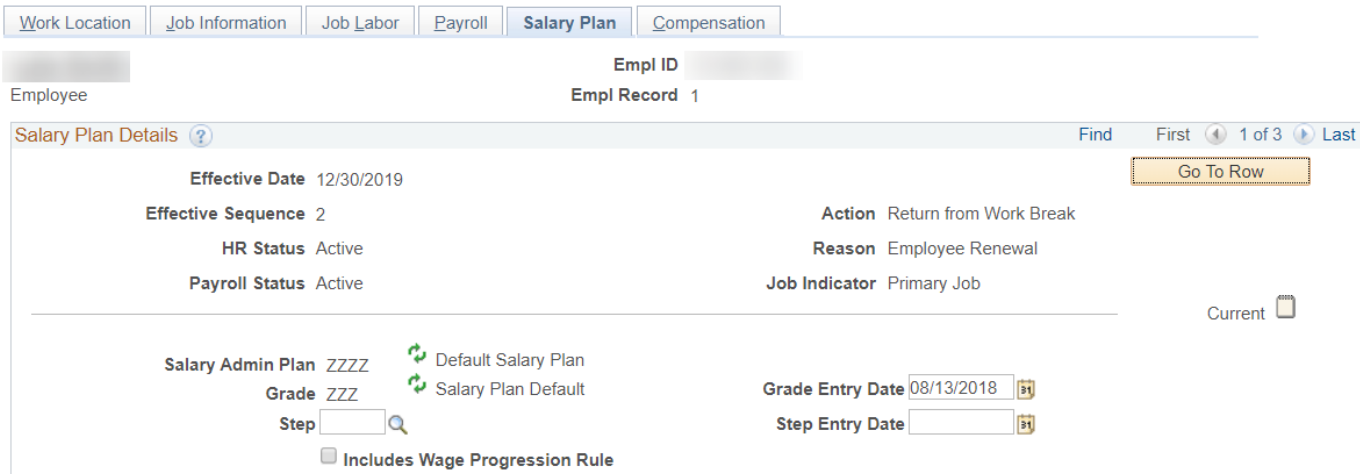
Tax Location Code: Identifies the state where the employee is taxed.

Holiday Schedule: None.

FICA Status: Identifies if the employee is Subject 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 Job Code.

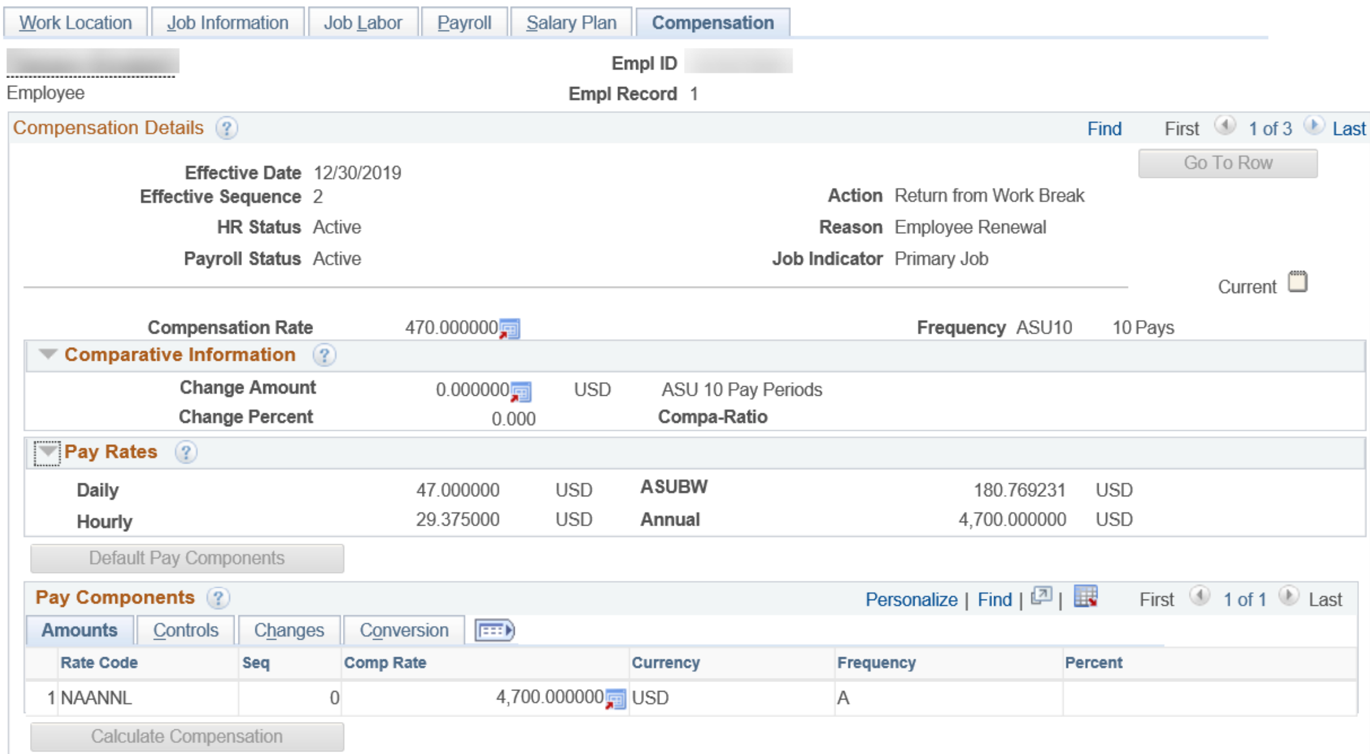
Salary Administration Plan	Description
AAP	AP Administrative Professional
AAR	AP Archivist
ACP	AP Clinical Professional
ADMN	Administrative
AFAS	AP Fine Arts Specialist
AIP	AP Instructional Professional
ALIB	AP Librarian
ALRS	AP Learning Resources Speciali
AMP	AP Museum Professional
ARA	AP Research Administrator
ARE	AP Research Engineer
ARP	AP Research Professional
ARS	AP Research Scientist
ART	AP Research Technologist
CLAS	Classified
FCLT	Faculty
FCP	Faculty Clinical Professor
FLEC	Faculty Lecturer
FPT	Faculty Professor Tenure-Track
FRP	Faculty Research Professor
STAF	Staff and Administrators
STDT	Student Workers
ZZZZ	Default Salary Plan

Grade: Identifies grade within a job.

Grade Entry Date: Date the employee entered the Grade.

Compensation

The Compensation tab contains detailed pay information.


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

Employee — Empl ID — Empl Record 1

Compensation Details — Find — First 1 of 3 Last — Go To Row

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

Compensation Rate: The biweekly (for salaried employees) or hourly rate (for hourly employees).

Frequency: The schedule of payments.

- **H** – Hourly
- **ASUBW/B** – Biweekly
- **ASU##** – Paid for ## weeks (i.e. ASU19 is paid for 19 weeks)

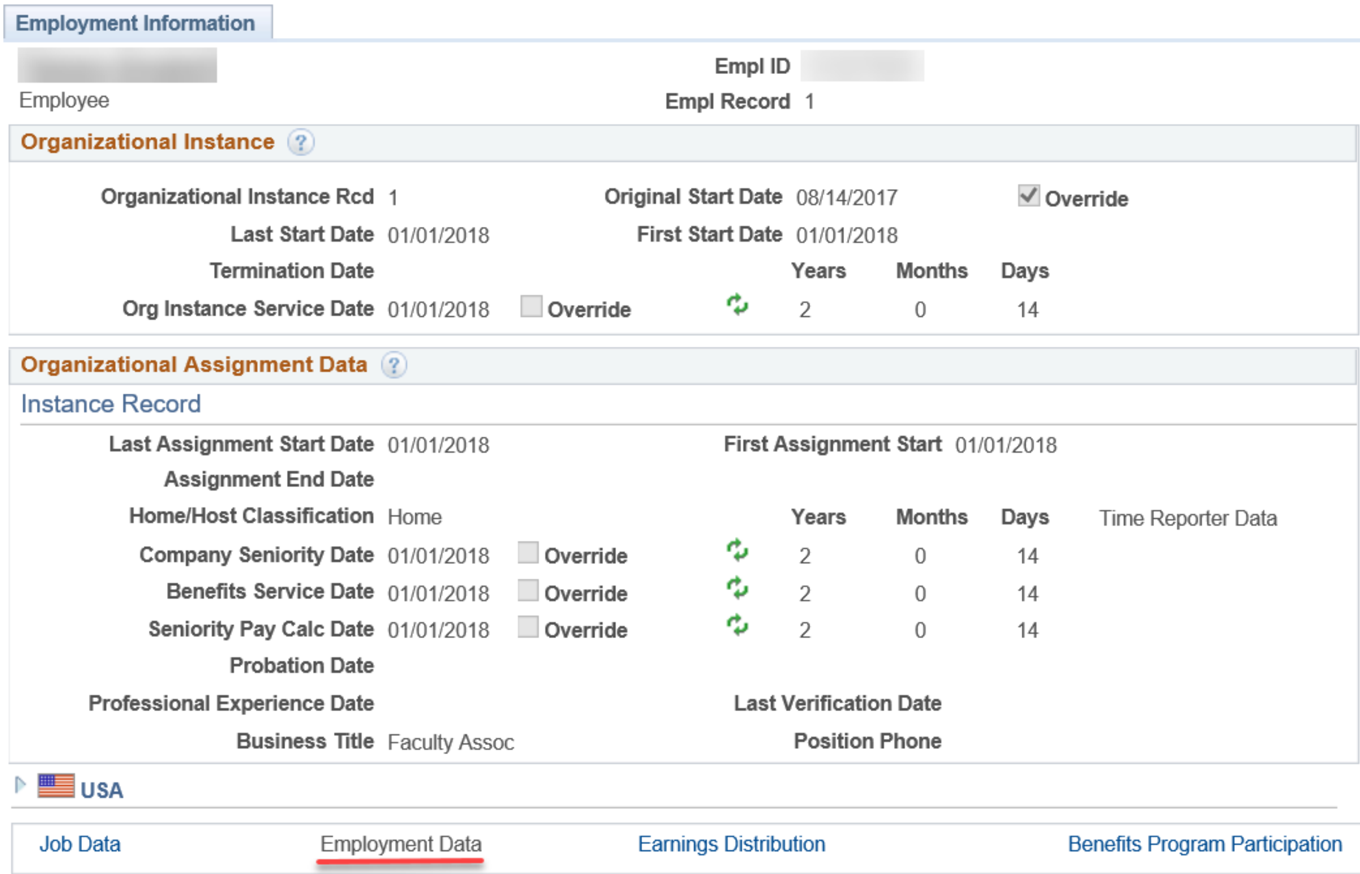
Comparative Information: Shows the change in compensation between current and prior.

Pay Rates: Shows the breakdown in compensation for daily, hourly, biweekly, and annual rates.

Pay Components: Allows changes to be made to compensation (not functional in View Only).

Employment Data

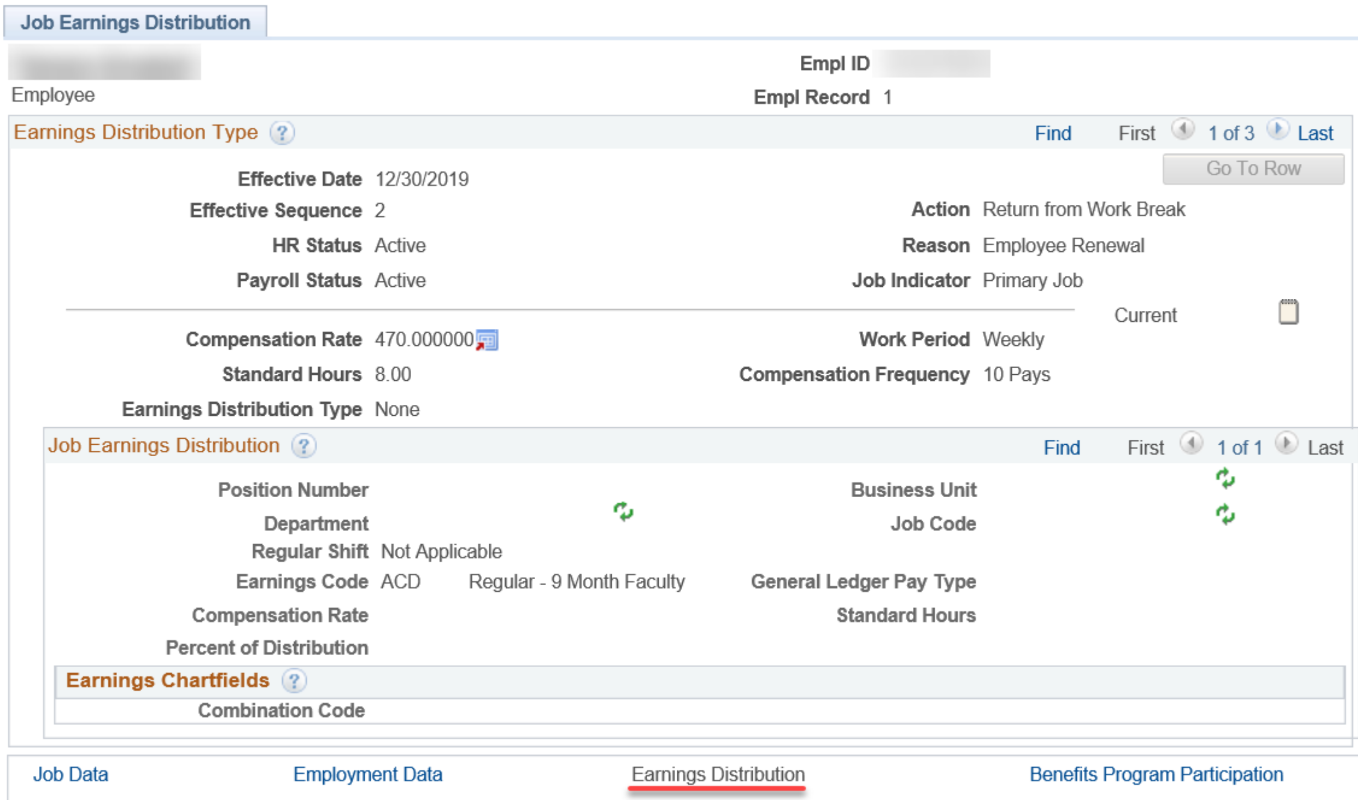
The Employment Data section contains service history information.



This 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 various benefits calculations.

Earnings Distribution

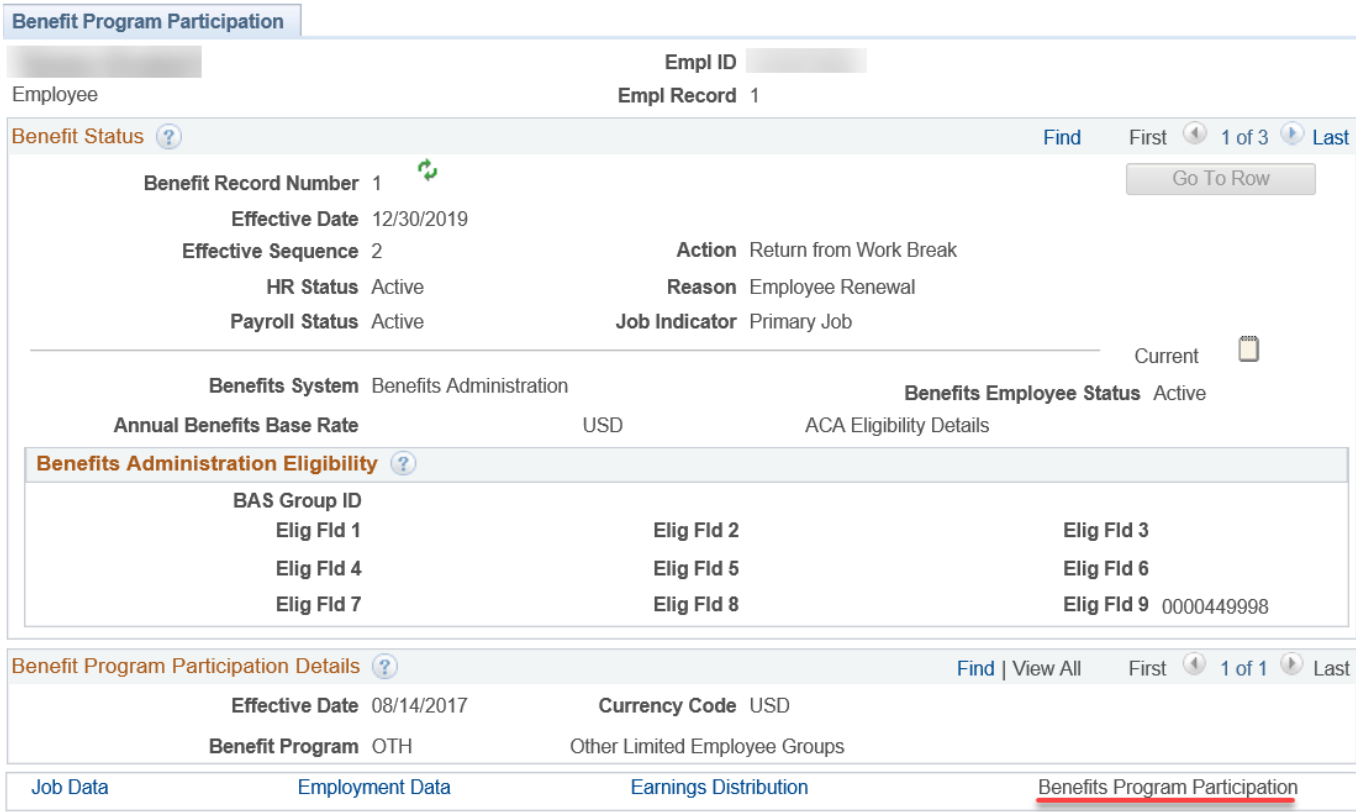
The Earnings Distribution section contains compensation information.



This page 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 Program Participation

Employee | Empl ID | Empl Record 1

Benefit Status | Find | First | 1 of 3 | Last

Go To Row

Benefit Record Number 1

Effective Date 12/30/2019

Effective Sequence 2 | Action Return from Work Break

HR Status Active | Reason Employee Renewal

Payroll Status Active | Job Indicator Primary Job

Current

Benefits System Benefits Administration | Benefits Employee Status Active

Annual Benefits Base Rate | USD | ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID

Elig Fld 1 | Elig Fld 2 | Elig Fld 3

Elig Fld 4 | Elig Fld 5 | Elig Fld 6

Elig Fld 7 | Elig Fld 8 | Elig Fld 9 0000449998

Benefit Program Participation Details | Find | View All | First | 1 of 1 | Last

Effective Date 08/14/2017 | Currency Code USD

Benefit Program OTH | Other Limited Employee Groups

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

Benefit Record Number: The employee's identifying benefit instance number. Similar to Employee Record Number, the Benefit Record Number is used to determine a specific benefit instance. An employee may have multiple Benefit Record Numbers if they have differing job classifications.

Benefits System: Benefits Administration.

Benefits Employee Status: 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 Personnel Transaction Request number on the Employee Record.

Benefit Program Participation Effective Date: Date the employee was enrolled in the Benefit Program.

Benefit Program: The employee's current benefit group.

- **BEN** – All Benefits Eligible
- **LMT** – Limited Benefits
- **DFT** – Default Benefit Program
- **OTH** – Other Limited Employee Groups
- **STU** - Student

Notes on Benefit Record Numbers

Upon creation of an Employee Record Number, a permanent Benefit Record Number is assigned. If an employee switches to a job that matches different Benefit Record criteria (i.e. Student Worker hired as Staff), a new Employee Record will be assigned with a new Benefit Record Number. The chart below illustrates the Benefit Record Numbers and their criteria.

Benefit Record	Attributes	
0	Regular or long term temp employee who is not a student, graduate, or Peace Officer (PSPRS)	REG_TEMP = R or L; and EMPL_CLASS <> STU or GRA; and OFFICER_CD <> G
1	Seasonal or short term temp employee who is not a student, graduate, or Peace Officer (PSPRS)	REG_TEMP = S or H; and EMPL_CLASS <> STU or GRA; and OFFICER_CD <> G
2	Peace Officer (PSPRS)	OFFICER_CD = G; and EMPL_CLASS <> STU or GRA
3	Student or graduate	EMPL_CLASS = STU or GRA