

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 can go to HRWeb> General Update >Job Summary or HRWeb>Special Update >Job Summary.

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button:

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

Job Summary	
Daffy Duck	EMP ID: 9999910 Empl Record: 0
Campus Mail Location Find 1 of 1	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:
Eff Date: 09/01/2011 Campus Mail Loc: 0280-001-1AA	
Primary Dept and Pay Check Location Find 1 of 1	
Company: EUV Primary Department ID: 738000 Eff Date: 09/01/2011 Pay Check Dist Loc: 1601002	

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:

Job Information				Find View All First 1 of 1 Last			
Eff Date: 09/01/2011	Company: EUV	Dist type: N	Salary Grade: 099				
Action: HIR	Location Code: 1601002	EUH-A WING	Elig Config 1: REG				
Rsn Code: SRC Search	Dept Id: 738000	SOM: Rad: Administration	Std Hours: 40.00				
Act Date: 11/07/2011	Job Code: 9282	Asc Professor-CT	FTE: 1.000000				
Supervisor:	Empl Class: 1	Fcity Abv Instr, Assc, Lec	Future Term Date:				
Comp Freq: M Monthly	Empl Status: Active		Future Term Rsn:				
Comp Rate: 14,060.370000							
Annual Rate: 168,724.440							
	<table border="1"><thead><tr><th>Account</th><th>Percent of Distribution</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>	Account	Percent of Distribution				
Account	Percent of Distribution						

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 SmartKey information on the Job Summary Page

Select DeptID  Enter a department or click the lookup icon to select a department to view account distribution below.

Earnings Distribution				Find View All	First	1 of 1	Last
Dept ID	Fiscal Year	Smartkey Dept Default	Yes: <input checked="" type="radio"/>	No: <input type="radio"/>			
Effective Date	Eff Seq	0					
Smartkey	Distrb %	Grant End Date					

Viewing Job Summary

Look Up Select DeptID

Department: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Department	Description
738000	SOM: Rad: Administration

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

Select DeptID  Enter a department or click the lookup icon to select a department to view account distribution below.

Earnings Distribution		Find View All	First	1 of 1	Last		
Dept ID	738000	Fiscal Year	2012	Smartkey Dept Default Yes:	<input type="radio"/>	No:	<input checked="" type="radio"/>
Effective Date	09/01/2011	Eff Seq	0				
Smartkey	Distrb %	Grant End Date					
0000035081	100.000						

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					
Empl Record	Department	Description	Payroll Status	Pay Group	Details
1	500000	TEC Admin Balance Sheet	Active	TCM	

