

# **Job Data Detail Report**

# Job Data Detail Report

Administer Work Force  
Job Data Detail

Process

Date Options:

Effective Date  Entry Date  As Of Date  Appt End Date

mm/dd/yyyy

Employees:  All Employees

All Org Nodes  Org Node Codes  Org Node Names  incl. Subordinate Levels

Add One

List

Add

Remove

Remove All

FMHUM

All Jobs

All Appointment Types

All Employment Statuses

A	Add	A
D	Remove	L
L	Remove All	P
P		T
T		

A - Active, D - Deceased, L - Leave, P - Paid Leave, T - Term

Reset Defaults

# Job Data Detail Report

**Report Views**

Report View by:  
Org Node  
Appointment Type  
Employee Name / Id  
Employee Record Nbr  
Effective Date  
Effective Sequence

Report View One

Report View by:  
Appointment Type  
Org Node  
Employee Name / ID  
Employee Record Nbr  
Effective Date  
Effective Sequence

Report View Two

Report View by:  
Employee ID  
Employee Record Nbr  
Effective Date  
Effective Sequence

Report View Three

Report View by:  
Employee Name  
Employee Record Nbr  
Effective Date  
Effective Sequence

Report View Four

**Description:** This report contains most major data elements relating to an employee's job (appointment). Use it to obtain information about employees' current jobs or to search for specific jobs.

Reports provide different sort orders (Report Views) for the data. You may go back (using the blue back arrow) from a report to the Report Views and change selections to view and print the desired sort order.

## Example of “As Of” Report – Current Row Data

HR Job Data Detail  
by Org Node

01/11/03 06:27 PM

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Rcd #	EE Stat	Trnsctn Date	Effective Date	Eft Seq	Act/Res	Job	Appt Begin	Appt End	Fix Var	ER Cd	FL SA	Un Cd	Pay Sch	Tm Cd	Lv Cd	SAP	Grd	Step	Annualized rate
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\*                    Current Row Indicator

Rcd #                Employment Record Number (EMPL\_RCD\_NO)

EE Stat              Employee Status (EMPL\_STATUS)

Trnsctn Date        Transaction Date (LASTUPDDTTM\_JOB)

Effective Date      Effective Date

Eft Seq              Effective Sequence

Act/Res             Action Code / Action Reason Code

Job                  Job Code and Description

Appt Begin         Appointment Begin Date

Appt End            Appointment End Date

Fix / Var            Fixed or Variable

ER / Cd             Employee Relations Code

FLSA                FLSA Status

Un / Cd             Unit Code

Pay / Sch          Pay Schedule

Tm / Cd             Time Code

lv / Cd             Leave Code

SAP                 Salary Administration Plan

Grd                 Salary Grade (DISPLAY\_GRADE)

Step                Salary Step (DISPLAY\_STEP)

Annualized rate    Annualized Rate of Pay (ANNUAL\_PAY\_RT)

**Selection Criteria:**

Effective Date Between

Entry Date Between

As Of Date <= 01/11/2003

Employee ID =

Org Node = FMHJM

Parent Node =

Job Codes =

Job Code Description =

CTO Codes =

CTO Description =

Appt Type =

Empl Status = A, L, P

Action =

Action Reason =

**Helpful Hints:**

- The asterisk (\*) on left margin of the report identifies “HRMS current row” data.
- Scroll to the bottom of a report and back to the top to trigger the page count.
- Always include Historical/Future data when running a specific “Action/Reason” report to assure to collect all the Action data.
- Compare your report data against your Selection Criteria to assure you get the correct report results.

# Example of "As Of" Report – Current Row Data

HR Job Data Detail  
by Org Node

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Rcd #	EE Stat	Trnsctn Date	Effective Date	Eft Seq	Act/Res	Job	Appt Begin	Appt End	Fix Var	ER Cd	FL SA	Un Cd	Pay Sch	Tm Cd	Lv Cd	SAP	Grd	Step	Annlzd rate
* 0	A	01/08/2003	01/01/03 12:0	0	DTA/RPT	4723U _____Assistant II	01/01/2003	01/12/2003	F	F	N	99	MO	E	A	PSS	B	0	██████████
<b>Kos,Ronald S - 01</b>																			
* 0	A	09/20/2002	05/01/02 12:0	0	PAY/RAD	0355U Admin/Coord/Officer(Func Area)	05/01/2001	06/30/2003	F	F	E	99	MO	E	D	MSP	1	0	██████████
<b>██████████ - 01</b>																			
* 0	A	12/17/2002	12/21/02 12:0	0	DTA/RPT	7662U Analyst, Personnel, Sr	12/21/2002	02/28/2003	F	F	E	99	MO	E	A	PSS	4	0	██████████
<b>██████████ - 01</b>																			
* 0	A	12/19/2002	01/01/03 12:0	0	DTA/RPT	7600U Prog./Analyst III-Supvr	01/01/2003	06/30/2003	F	D	E	99	MO	E	A	PSS	6	0	██████████
<b>██████████ - 01</b>																			
* 0	A	12/19/2002	01/01/03 12:0	0	DTA/RPT	7601U Programmer/Analyst III-Ucb	01/01/2003	06/30/2003	F	F	E	99	MO	E	A	PSS	6	0	██████████
<b>██████████ - 01</b>																			
* 0	A	11/14/2002	11/01/02 12:0	0	JED/DIS	7242U Analyst, Administrative, Sr	07/22/2002	01/22/2003	F	F	E	99	MO	E	A	PSS	4	0	██████████
<b>██████████ - 01</b>																			
* 0	A	12/05/2002	01/01/03 12:0	0	DTA/RPT	4722U _____Assistant III	01/01/2003	06/30/2003	F	F	N	99	MO	E	A	PSS	1	0	██████████
<b>██████████ - 01</b>																			
* 0	A	12/02/2002	01/01/03 12:0	0	DTA/RPT	0245U Director (Functional Area)	01/01/2003	06/30/2003	F	B	E	99	MO	E	D	MSP	4	0	\$██████████