University of South Carolina
HCM HR Contact Resources
HCM Navigation: Current Job (Department HR Contacts)

How to navigate to current job in HCM:
This job aid outlines how Department HR Contacts navigate to Current Job in HCM.
Navigation: Employee Self Service > NavBar > Classic Home

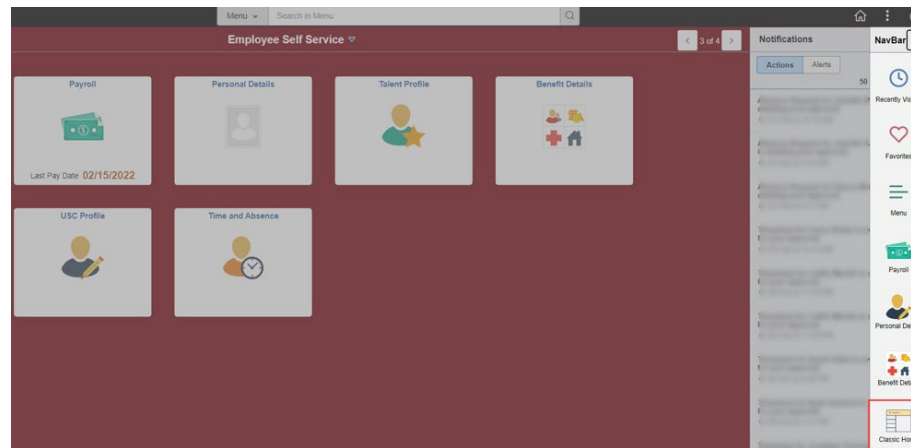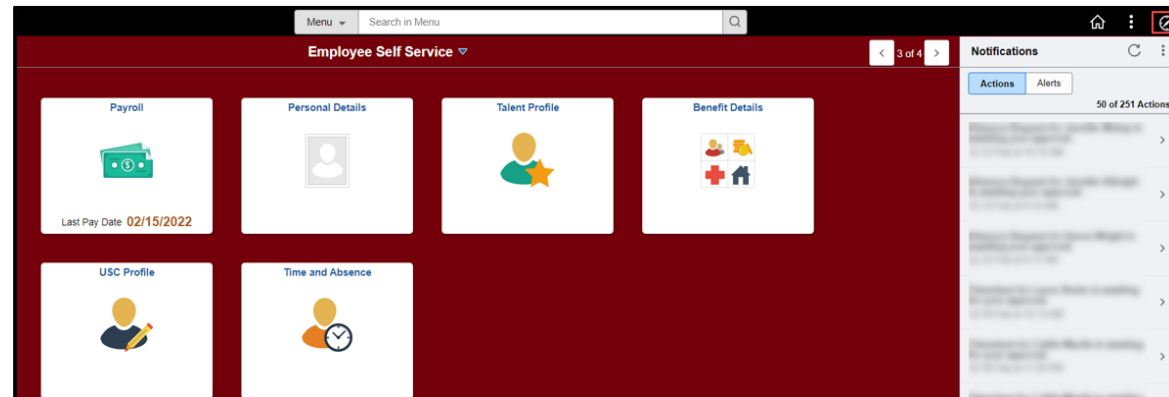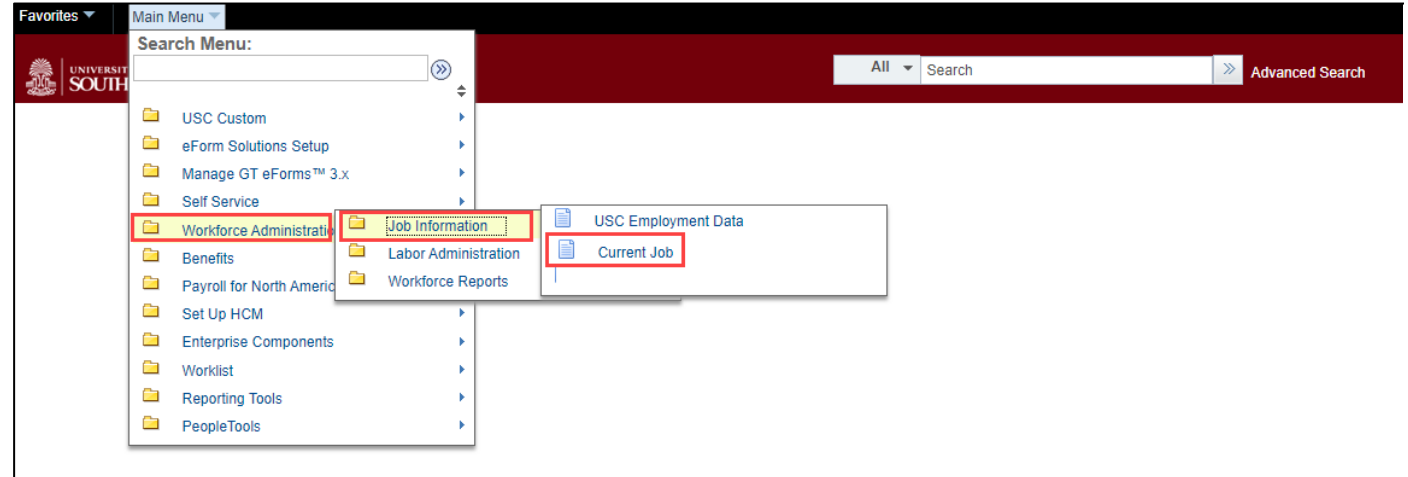| Information	Screenshots
Those with Department HR Contact access have access to Current Job data to review employees within their security. Current Job does not display historical job information. If you need historical data please reach out to your College/Division or Campus HR Contact. **Current Job does not display Additional Pay information since that is not part of the employee's base salary.** Note - if you have **Current Job** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below. **Viewing Current Job:** Take the following navigation steps: 1. Click the **NavBar** (compass icon) in the top right corner of the page. 2. Click the **Classic Home** option.	

3. Once in **Classic Home** click the Main Menu drop-down button.

4. Make the following selections: **Workforce Administration > Job Information > Current Job**.

5. Search for individual employees by **Name** or **USC ID**.

6. Click the **Search** button.

Favorites ▾   Main Menu ▾

Search Menu:

All ▾ Search   ⟫ Advanced Search

- 📁 USC Custom ▸
- 📁 eForm Solutions Setup ▸
- 📁 Manage GT eForms™ 3.x ▸
- 📁 Self Service ▸
- 📁 Workforce Administration ▸   📁 Job Information ▸   📄 USC Employment Data
- 📁 Benefits   📁 Labor Administration ▸   📄 Current Job
- 📁 Payroll for North America   📁 Workforce Reports
- 📁 Set Up HCM ▸
- 📁 Enterprise Components ▸
- 📁 Worklist ▸
- 📁 Reporting Tools ▸
- 📁 PeopleTools ▸

Job Data

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

| Find an Existing Value |

▾ Search Criteria

Empl ID [begins with ▾] [   ]

Empl Record [= ▾] [   ]

Name [begins with ▾] [harry]

Last Name [begins with ▾] [potter]

Second Last Name [begins with ▾] [   ]

Alternate Character Name [begins with ▾] [   ]

Middle Name [begins with ▾] [   ]

☐ Include History ☐ Case Sensitive

[Search] [Clear] Basic Search 📄 Save Search Criteria

If the employee has more than one EMPL record within your security scope, the records will appear for your selection. If only one EMPL record on file within your security, it will automatically take you into Job Data.

7. Click any of the blue links associated with the EMPL record you wish to view.

Job Data is made up of 5 tabs that contain different pieces of the job. All tabs have the same 'header' information (above the light grey line under the Payroll Status and Job Indicator fields). The header data indicates the last time the job was permanently changed, meaning it is the current job as of the Effective date listed.

Work Location Tab:
This tab provides the position number, business unit (campus) department, location and applicable end-dates and auto-termination. Always note the Date Created field as that tells you the date the current action was approved and wrote to job data.

8. Click the **Job Information** tab.

Search Results

| View All | | | | | | | | 1-2 of 2 ⌄ | |

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
U00000111	0	Harry Potter	Harry	Potter	(blank)	(blank)	James
U00000111	1	Harry Potter	Harry	Potter	(blank)	(blank)	James

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

Empl ID _____
Employee   Empl Record   0

Work Location Details ⓘ   🔍 | ⌐ ◀ 1 of 1 ⌄ ▶ ▶|

Effective Date	11/01/2023			Go To Row
Effective Sequence	1		Action	Transfer
HR Status	Active		Reason	Reassignment
Payroll Status	Active		Job Indicator	Primary Job

Current ☐

Position Number   00005442   Human Resource Manager

Override Position Data

Position Entry Date   11/01/2023
☐ Position Management Record

Regulatory Region   USA   United States
Company   USC   University of South Carolina
Business Unit   SCBFT   USC Beaufort
Department   925061   HUMAN RESOURCES
Department Entry Date   11/01/2023
Location   810   Hargray Building
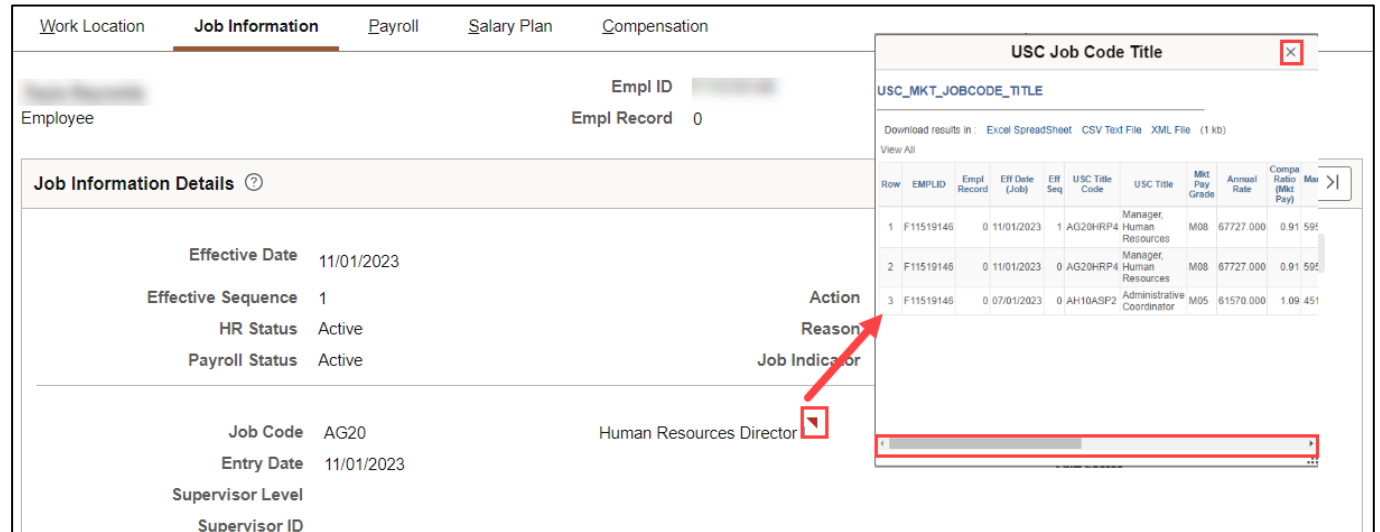Establishment ID   BU01   Beaufort   Date Created   10/27/2023

Last Start Date   01/04/2011

Expected Job End Date   ☐ End Job Automatically
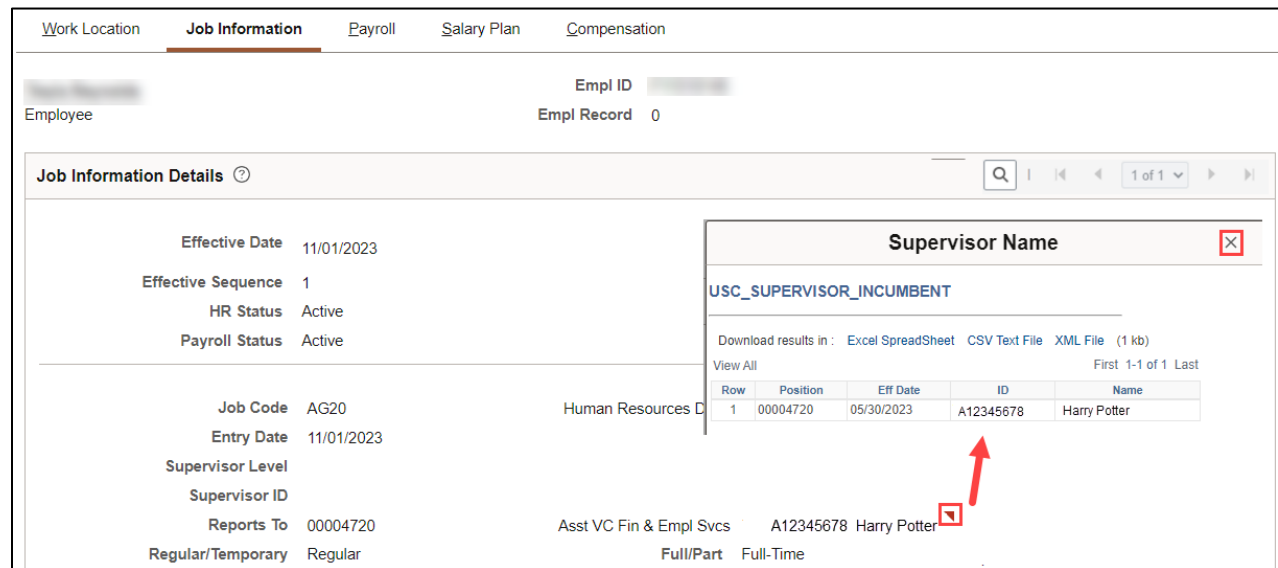
Job Information Tab:

- **Job Code** – State classification or unclassified code. Student job code or affiliate job code.
  - RIGHT CLICK the red triangle next to the job code description to expand the employee's market title history. Utilize the scroll bar at the bottom of the pop-up window to see all information. Click the X in the top right corner to return to the Job Information tab.

- **Supervisor Information** – Supervisor ID and Reports To should fields never both be completed. Temporary positions should have the supervisor listed by Supervisor ID and positioned employees have the supervisor listed by Reports To. *No name or USC ID will appear if the supervisory position is vacant.*
  - RIGHT CLICK the red triangle next to the supervisor's name or blank field to expand the incumbent information. Click the X in the top right corner to return to the Job Information tab.

Job Information Tab (continued):

- *Regular/Temporary* – Indicates the type of position (Regular = FTE)
- *EMPL Class* – Specifies the type of employee within the Regular/Temporary indicator.
- *Full/Part* – Advises if the position is full or part time.
- *Standard hours* – for all full-time FTE, RGP, TL employees this field will show 40 hours per week even if hours worked are 37.5. Reference queries to find this data.
- *FLSA Status* – You must click the flag icon to expand the section and reveal the FLSA status.

9. Click the **Payroll** Tab.

Work Location	Job Information	Payroll	Salary Plan	Compensation

Employee   Empl ID
Employee   Empl Record   0

Job Information Details ⍰   🔍 | |◀ ◀ 1 of 1 � ▶ ▶|

Effective Date	11/01/2023	Go To Row
Effective Sequence	1	Action Transfer
HR Status	Active	Reason Reassignment
Payroll Status	Active	Job Indicator Primary Job
		☐ Current

Job Code	AG20	Human Resources Director I
Entry Date	11/01/2023	
Supervisor Level		
Supervisor ID		
Reports To	00004720	Asst VC Fin & Empl Svcs A12345678 Harry Potter
Regular/Temporary	Regular	Full/Part Full-Time
Empl Class	FTE	Officer Code None
Regular Shift	Not Applicable	Shift Rate
Classified Ind	Classified	Shift Factor

Standard Hours ⍰

Standard Hours	40.00	Work Period W	Weekly
FTE	1.000000		
	☐ Adds to FTE Actual Count?	☐ Encumbrance Override	

Contract Number ⍰

Contract Number		Next Contract Number
Contract Type		

▼ 🇺🇸 USA
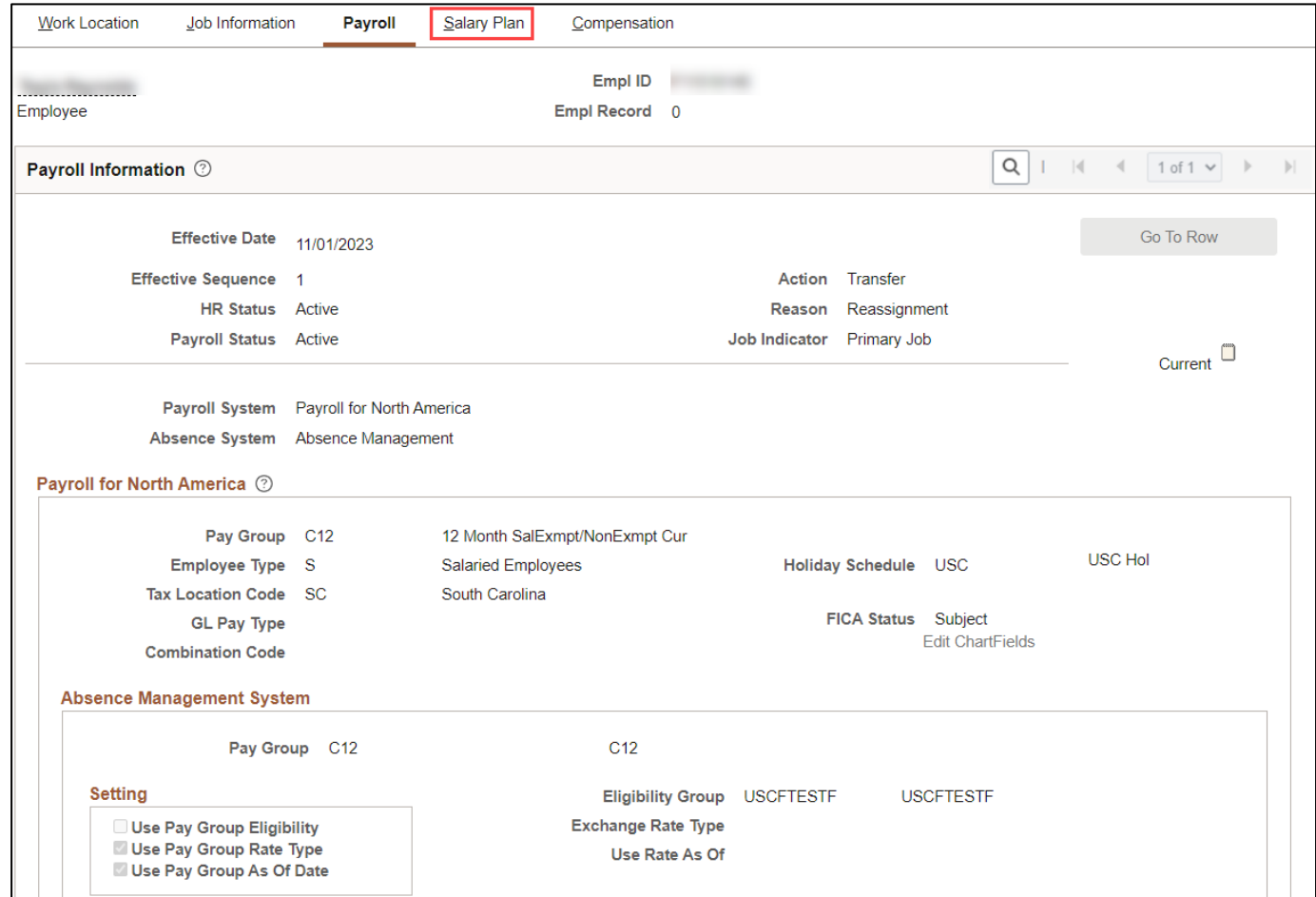
FLSA Status	Exempt	Work Day Hours
EEO Class	None of the Above	

Payroll Tab:

- *Absence Systems* **–** If this field says Absence Management that means the employee is enrolled in Absence Management and accrues at least one type of leave (annual or sick).
- *Pay Group* **–** This indicates how the employee is paid in this position. The description will include current or lag.
- *Employee Type* **–** Either Salaried or Hourly. All FTE, RGP and TL employees will show as salary, this is not tied to FLSA status.
- *Tax Location Code* **–** This is the state where the employee performs their work for USC.
- *Holiday Schedule* **–** The options are USC, State, or Not eligible.
- *FICA Status* **–** Indicates FICA tax exception status.
- *Eligibility Group* **–** The eligibility group the employee is in for absence management purposes.

10. Click the **Salary Plan** Tab.

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

Employee

Empl ID

Empl Record 0

Payroll Information ⓘ

| | 1 of 1 |

Effective Date	11/01/2023		Go To Row
Effective Sequence	1	Action	Transfer
HR Status	Active	Reason	Reassignment
Payroll Status	Active	Job Indicator	Primary Job

Current

Payroll System   Payroll for North America
Absence System   Absence Management

Payroll for North America ⓘ

Pay Group	C12	12 Month SalExmpt/NonExmpt Cur	Holiday Schedule	USC	USC Hol
Employee Type	S	Salaried Employees			
Tax Location Code	SC	South Carolina			
GL Pay Type			FICA Status	Subject	
Combination Code				Edit ChartFields	

Absence Management System

Pay Group	C12	C12

Setting
- ☐ Use Pay Group Eligibility
- ☑ Use Pay Group Rate Type
- ☑ Use Pay Group As Of Date

Eligibility Group	USCFTESTF	USCFTESTF
Exchange Rate Type		
Use Rate As Of		

The Salary Plan Tab:
- *Salary Admin Plan* – This field indicates either classified or unclassified based on the job code.
- *Grade* – This refers to the State of SC Pay Bands 1-10. Unclassified positions appear as B00 meaning not in a pay band.

11. Click the **Compensation** tab.

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

Employee   Empl ID
Empl Record   0

Salary Plan Details ⓘ   🔍 ｜ ◁ ◀ 1 of 1 ▾ ▶ ▷

Effective Date   11/01/2023   Go To Row

Effective Sequence 1   Action   Transfer
HR Status   Active   Reason   Reassignment
Payroll Status   Active   Job Indicator Primary Job

                                                                    Current 🗒

Salary Admin Plan CLAS   ⟳ Classified Salary Plan
Grade   B07   ⟳ Classified Pay Band 07   Grade Entry Date 11/01/2023
Step   Step Entry Date
☐ Includes Wage Progression Rule   Salary Range

The Compensation Tab:

- **Compensation Rate** – This tells the employee's semimonthly gross paycheck amount. USC is on a twice monthly pay schedule.
- **Rate Code** – This tells you the number of months paid or indicates if the employee is paid hourly. This also indicates the pay basis for the employee (9, 10.5, 11, or 12 month basis).
- **Comp Rate** – This is the employee's base salary within the Rate Code listed.

You have successfully navigated through **Current Job**!

Work Location	Job Information	Payroll	Salary Plan	Compensation

Employee   Empl ID
Employee   Empl Record   0

Compensation Details ⓘ   🔍 ⏮ ◀ 1 of 1 ▾ ▶ ⏭

Effective Date   11/01/2023   Go To Row

Effective Sequence   1   Action   Transfer
HR Status   Active   Reason   Reassignment
Payroll Status   Active   Job Indicator   Primary Job

Current

Compensation Rate   2,821.958333   Frequency   S   Semimonthl

> **Comparative Information** ⓘ

> **Pay Rates** ⓘ

Default Pay Components

Pay Components ⓘ |◀ ◀ 1-1 of 1 ▶ ▶|

Amounts	Controls	Changes	Conversion	⏸

	Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1	SC12	0	67,727.000000	USD	SC12			