

Manage Job View

The replacement for Job Data, called Manage Job, is located in the **Workforce Administrator** home page (Figure 1.1).

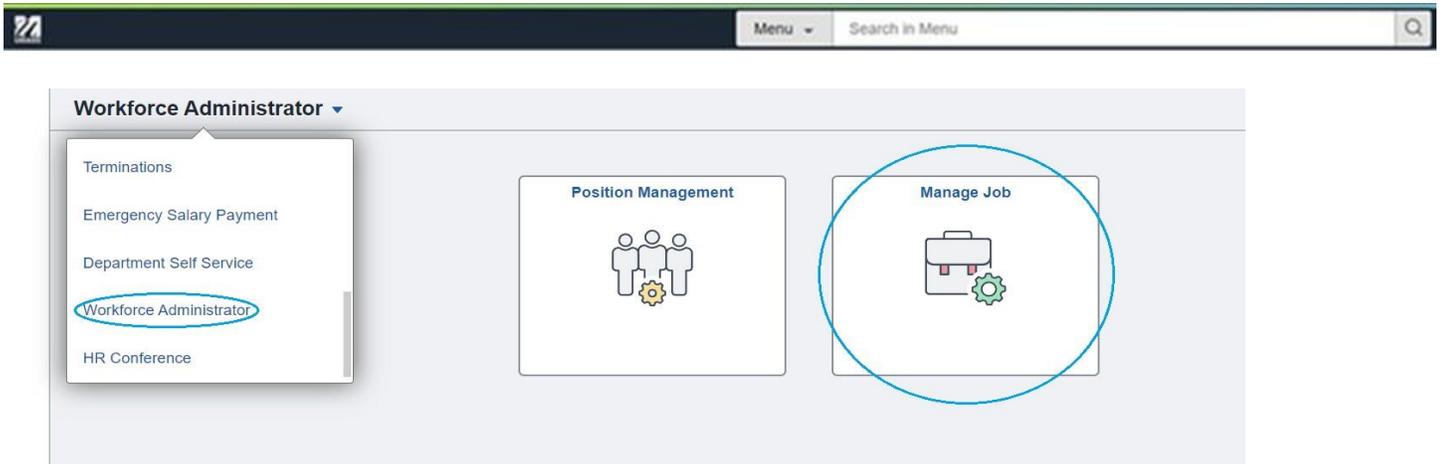


Figure 1.1

Clicking on **Manage Job** will bring you to an employee search screen (Figure 1.2)

Search Existing

▼ Search Criteria

My Saved Searches ⊖

Empl ID	begins with	<input type="text"/>	Empl Record	=	<input type="text"/>
Name	begins with	<input type="text"/>	Last Name	begins with	<input type="text"/>
Business Unit	begins with	<input type="text"/> <input type="search"/>	Department	begins with	<input type="text"/> <input type="search"/>
HR Status	begins with	<input type="text"/>	Payroll Status	begins with	<input type="text"/>
Job Code	begins with	<input type="text"/> <input type="search"/>			

Include History Correct History

Basic Search

▼ My Recent Searches

Select the 'Edit' icon, choose the row(s) to be deleted and select 'Done' to refresh the section.

Department: A96 +2 more Today 08:54 AM

Saved Search: Berkshire Students

Figure 1.2

Many of the criteria seen in Figure 1.2 will be familiar to current Job Data users. Two of the additional criteria, **HR Status** and **Payroll Status**, will allow you more flexibility in searches. With **HR Status** you will have the ability to search for active or inactive employees. Choosing active in this field will show both active employees and those on leaves of absence in the search results. **Payroll Status** would allow you to quickly find employees in your department who are on paid or unpaid leaves of absence.

My Saved Searches (upper left, Figure 1.3) allows you to save ten searches that you find yourself doing frequently. In Figure 1.3 we have created a saved search called Students. Be aware that **Manage Job** has the same underlying security as Job Data, so for a saved search to return results you would need to have access to the department.

Search Existing

The screenshot shows a search criteria form titled "Search Existing". At the top left, there is a dropdown menu labeled "My Saved Searches" with the value "Students" selected. Below this, the form is organized into two columns of search criteria. The left column includes: "Empl ID" (begins with), "Name" (begins with), "Business Unit" (begins with), "HR Status" (begins with, set to "Active"), and "Job Code" (begins with, set to "ST999"). The right column includes: "Empl Record" (=), "Last Name" (begins with), "Department" (begins with, set to "A961"), and "Payroll Status" (begins with). At the bottom, there are checkboxes for "Include History" and "Correct History", and three buttons: "Search", "Clear", and "Save Search".

Figure 1.3

Running this search will bring up all active students in Amherst Department A961. To get this result we have set the **HR Status** to Active, entered ST9999 as the **Job Code** and entered the required **HR Department ID**.

If you are intending to use the search magnifying glass in the **Department** field, you will need to set the **Business Unit** first (Figure 1.4). The **Business Unit** for UMass Amherst is UMAMH (case sensitive).

Search Existing

This screenshot is similar to Figure 1.3, but with specific changes. The "Business Unit" field is now set to "UMAMH" and is circled in blue. The "Department" field is empty, and its magnifying glass icon is also circled in blue. The "Job Code" field is empty. The "HR Status" field is empty. The "Empl ID", "Name", "Last Name", and "Payroll Status" fields are empty. The "Empl Record" field is set to "=".

Figure 1.4

Below the **Search Criteria** section of the employee search screen will be a list of your most recent searches (Figure 1.5).

▼ **My Recent Searches**

Select the 'Edit' icon, choose the row(s) to be deleted and select 'Done' to refresh the section.

Department: A961 +2 more
Saved Search: Students

Today 03:29 PM

Search Again

Figure 1.5

From here you can choose to run these searches again or delete them using the **Edit** icon located to the far right of **My Recent Searches** (Figure 1.6)

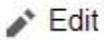


Figure 1.6

Once you have searched for an employee or group of employees you will receive search results as seen in Figure 1.7. If you intend to look at the historical information held within the job record, be sure to select **Include History** before clicking the arrow to the right of the record that you wish to view.

A search criteria form with various input fields and checkboxes. The "Include History" checkbox is circled in red. The form includes fields for Empl ID, Name, Business Unit, HR Status, Job Code, Empl Record, Last Name, Department, and Payroll Status. There are also "Search", "Clear", and "Save Search" buttons.

Empl ID: begins with 1027
Name: begins with
Business Unit: begins with
HR Status: begins with
Job Code: begins with
Empl Record: =
Last Name: begins with
Department: begins with
Payroll Status: begins with
 Include History Correct History
Search Clear Save Search

▼ **Search Results**

Empl ID: 1027

7 rows

Business Unit	HR Status	Payroll Status	Empl ID	Empl Record	Name	Job Code	Location Code	Department	Supervisor ID	Reports To Position Number	Organizational Relationship	
UMAMH	Active	Active	1027	2	Val	ST9999	BLDG0100	A713	1023		Employee	>
UMAMH	Active	Active	1027	3	Val	ST9999	BLDG0100	A713	1000		Employee	>

Figure 1.7

Clicking on the arrow on the far right of the record that you wish to view will bring you to a **Job Actions Summary** as seen in Figure 1.8. *Please note: you will be brought directly onto this page if the employee only has one job record returned.*

Job Actions Summary

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Job Code	Position	Reports To	Department	Location	Employee Classification	Standard Hours	FTE	Actions
01/14/2024 0	Active Active	Pay Rate Change Mass Salary Change	13X07 Clerk IV	00000 Clerk IV	00036	A821	BLDG0118 Whitmore Admin Building	4 Classified	37.50	1.000000	
12/10/2023 0	Active Active	Hire Hire	13X07 Clerk IV	00000 Clerk IV	00036	A821	BLDG0118 Whitmore Admin Building	4 Classified	37.50	1.000000	

Figure 1.8

Clicking the arrow to the right of one of these rows will bring you to the **Job Details** page. These pages include all the information contained within Job Data currently. Instead of tabs across the top, the information is organized in accordions vertically along the left side of the page. Clicking any of these accordions will expand them. Clicking the highlighted Expand All button will expand all Job Details (Figure 1.9).

Effective Date 01/14/2024
Sequence 0

Action Pay Rate Change
Reason Mass Salary Change

Expand All

▼ Work Location

HR Status Active
Job Indicator Secondary Job

Payroll Status Active

Position Number 0000 Clerk IV
Position Entry Date 12/10/2023

Regulatory Region USA United States

Business Unit UMAMH Univ of Mass Amherst
Department A821
Location BLDG0118 Whitmore Admin Building
Date Created 01/18/2024

Override Details No
Position Managed Record No
Company UMS Commonwealth of Massachusetts

Department Entry Date 12/10/2023
Establishment ID UMA UMass Amherst

Last Start Date 12/10/2023
End Job Automatically No

Expected Job End Date

▶ Job Information

▶ Labor Information

▶ Salary and Compensation

▶ Payroll

▶ Employment Data

Figure 1.9