

Updated: November 10, 2020

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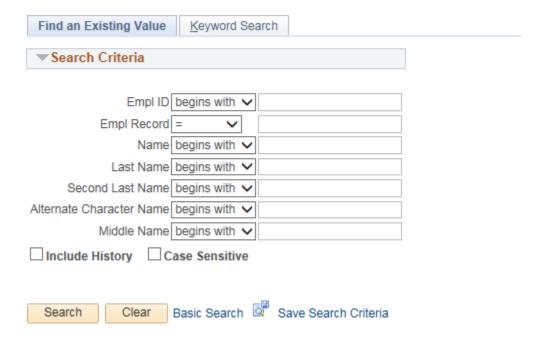


Review Job Data

- Navigation through Nav Bar > Main Menu > Human Resources > Workforce Administration > Job Information > Job Data
- 2. Enter the employee's UFID (e.g. 87654321) into the **Empl ID** field.

Job Data

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



3. Click the **Search** button.



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- 4. Make note of the following:
 - Name
 - Empl Rcd #
 - Effective Date
 - Department

