
Review Job Data

1. 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.

▼ **Search Criteria**

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"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Include History Case Sensitive



3. Click the **Search** button.

4. Make note of the following:

- Name
- Empl Rcd #
- Effective Date
- Department

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Esther, Polly Employee					
				Empl ID 41830000	
				Empl Record 0	
Work Location ?					
	Effective Date 07/01/2018				
	Effective Sequence 0			Action	Pay Rate Chan
	HR Status Active			Reason	UF Increase
	Payroll Status Active			Job Indicator	Primary Job
	Position Number 00021894			HUMAN RESOURCES, CRD 2	
	<input type="button" value="Override Position Data"/>				
	Position Entry Date 02/05/2010				
	<input type="checkbox"/> Position Management Record				
	Regulatory Region USA			United States	
	Company UFL			University of Florida	
	Business Unit UFLOR			University of Florida	
	Department 29010000			HR-TRAINING-DEVELOPMENT	
	Department Entry Date 09/15/2008				
	Location S900000001			MAIN CAMPUS	