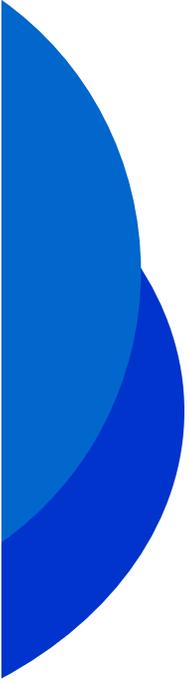


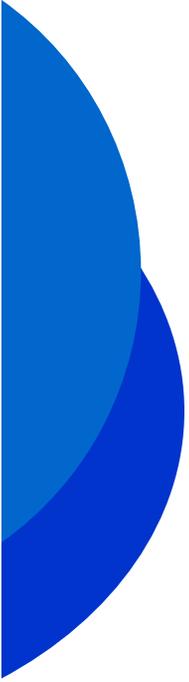


CORE View Only
Presentation
HRMS Group 4B



Personal Data Information

- The following screen shots will be discussed
 - Name History Tab
 - Address History Tab
 - Personal History Tab
 - Identity/Diversity Tab
 - MDC Review Qualification Tab
 - Use Inquiry for Social Security Number



What you see with View Only Security

- When in View Only, you will not be able to use the Drop Down Menus for tables or translate values
- You will, however, be able to scroll through History

PEOPLE Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > Personal Data

Name History | Address History | Personal History | Identity/Diversity | MDC Review Qualifications

EmplID: PURPLE11 Employee

Name Type: First 1 of 1 Last

*Type of Name: Primary

Name History: First 1 of 1 Last

*Effective Date: 03/01/2006

Format Using: USA United States

Refresh the Name Field

Person Name

Prefix: []

First: Elvis Middle: W

Last: Presley Suffix: []

Name: Presley,Elvis W

Save | Return to Search | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct History

Name History | Address History | Personal History | Identity/Diversity | MDC Review Qualifications

- Nicknames can be entered in addition to name on SS card. Use the arrows on the Name Type Title Bar to page through the various names.
- All previously entered names can be viewed. Use the arrows on the Name History Title Bar to page through previous names
- Don't use the BACK Button!

PEOPLE Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > Personal Data

Name History | Address History | **Personal History** | Identity/Diversity | MDC Review Qualifications

Presley, Elvis W Employee EmpID: PURPLE11

Address Type View All First 1 of 1 Last

*Address Type: Home

Address History View All First 1 of 1 Last

*Effective Date: 03/01/2006 *Status: Active

Country: USA United States

Address 1: 1115 Hollywood Drive

Address 2:

Address 3:

City: Oklahoma City

County: Oklahoma Postal: 73655

State: OK Oklahoma

Phones First 1-2 of 2 Last

Phone Type	Telephone
Home	405/506-2233
Main	405/506-2233

- Various address types are available. Use the arrows on the Address Type Title Bar to page through the various addresses or click View All and use the scroll bar.
- All previously entered addresses can be viewed. Use the arrows on the Address History Title Bar to page through the previous addresses or click View All and use the scroll bar.
- Various phone types available.

The screenshot shows a web browser window titled 'Personal Data - Microsoft Internet Explorer'. The address bar shows the URL: https://corehrtrg.oklaosf.state.ok.us/servlets/icientservlet/hrtrg?cmd=start&. The browser's Favorites list is visible on the left. The main content area displays the 'Personal Data' form for employee DOUGLAS, MICHAEL (EmpID: PURPLE11). The form includes the following fields:

- Effective Date: 03/01/2006
- Gender: Male
- Alternate Employee ID: (empty)
- Highest Education: I-Master's Level Degree
- Language Code: (empty)
- Marital Status: Married
- As of: 03/01/2006
- Full-Time Student: Smoker:
- As of: 03/01/2006
- Military Status: Not indicated
- Date Entitled to Medicare: (empty)
- Eligible to Work in U.S.:
- Employment Eligibility Proof: (empty)

Red circles and arrows highlight the Gender, Marital Status, and USA country selection fields.

I-9 Info ->

- Gender
- Marital Status (not used for tax calculations)
- Each Agency should choose a consistent method of designating I-9 documents

PEOPLE Soft Home

Home > Administer Workforce > Administer Workforce (GBL) > Use > **Personal Data**

Name History Address History **Personal History** Identity/Diversity MDC Review Qualifications

Presley, Elvis W Employee **EmpID: PURPLE11**

Date of Birth: 04/05/1980 [BT] **Birth Country:** USA [Q] United States

Age: Years 25 Months 11 **State:** [Q]

Date of Death: [BT] **Birth Location:** []

Waive Data Protection **Original Hire Date:** 03/01/2006 [BT] USA

Referral Source View All First 1 of 1 Last

Effective Date: 03/16/2006 [BT] + -

Referral Source: Unknown **Referral Source Subcategory:** [Q]

Employee Referral ID: [Q]

Specific Referral Source: [] Applicant is a family member Previously Employed by Company

National ID View All First 1 of 1 Last

Country	National ID Type	Description	National ID	Priority ID
USA [Q]	PR [Q]	Social Security Number	446-20-4455	<input checked="" type="checkbox"/> + -

- Birthdates – must enter field for payroll to process
- Social Security Number – from SSN Card

PEOPLE Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > **Personal Data**

Name History Address History Personal History Identity/Diversity **MDC Review Qualifications**

Presley, Elvis W Employee EmpID: PURPLE11

Review Qualifications View All First 1 of 1 Last

'Job Code	'Company	'Date	'Review Status
1		03/16/2006	Rejected

- **All Qualification Reviews are available: Job Code, Company, Date and Review Status**
- **OPM will enter Job Codes – with exception of the following agencies: DHS, ODOT, and JD McCarty Center**

PEOPLE Soft

Home > Administer Workforce > Administer Workforce (GBL) > Inquire > Search by National ID

Search by National ID

National ID:

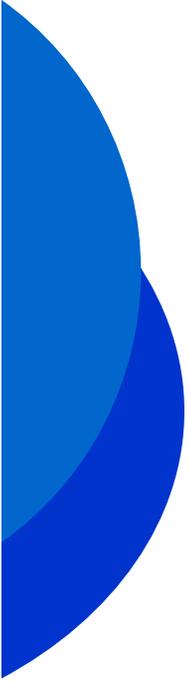
Search in: Search...

Lookup by niu View All First 1 of 1 Last

National ID	EmpID	Name	Country	National ID Type
-------------	-------	------	---------	------------------

Type in the SSN and hit search

- How to use Inquiry to look for Social Security Number (National ID)



Job Data Information

- The following screen shots will be discussed
 - Work Location Tab
 - Job Information Tab
 - Payroll Information Tab
 - Salary Plan Tab
 - Compensation Tab
 - MDC Job Data Tab
 - Employment Information
 - Time Reporter Data
 - Jobs Earnings Distribution
 - Benefit Program Participation

PEOPLE
Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data New Window

Work Location | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

Garrett, Mary C Employee EmpID: 110829 EmpID: 110829

Work Location First 1 of 4 Last

Employee Status: Active Date Created: 08/09/2006

*Effective Date: 08/09/2006 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Appointment Change-Same / A14 Unclassified Cert Nbr:

Position Number: 97800784 Temporary Position Entry Date: 08/09/2006

Use Position Data Unclassified Code: T008 Position Management Record

*Regulatory Region: USA United States

*Company: 978 Okla Turnpike Authority

*Business Unit: 97800 Transportation Authority

*Department: 1300016 Engineering

Location: 01011316 978

Department Entry Date: 08/09/2006

Initials: Review Date:

Comments: OPM-14 Audit

Reports To: EmpID: Establishment ID: Initiator:

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Next in List Previous in List Previous tab Next tab Refresh Update/Display Include History

Work Location | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

- Select 'Include History' to see all Job Data entries, (no legacy history will be available on the system initially, however, if new hire is currently in PeopleSoft, history will be available to the new agency)
- Position Identification Number (PIN)
- Location will be Warrant Sequence at Go-Live – later the location field will be used for the mail drop
- Note the Effective Sequence number – if it is greater than 0, more than one row of data was entered on the stated effective date. Use the arrows on the Work Location Bar to page through the records
- Department Field CANNOT be all zeros or a two (2) digit department

PEOPLE Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

Work Location: Presley,Elvis W | Job Information: Main Content | Payroll | Salary Plan | Compensation | MDC Job Data

Employee: Presley,Elvis W | EmpID: PURPLE11 | Empl Rcd#: 0

Job Information | First | 1 of 1 | Last

Effective Date: 03/01/2006 | Effective Sequence: 0 | Job Indicator: Primary Job
 Action / Reason: Hire | Unclassified Temporary | Current

*Job Code: 0020 Temporary | Entry Date: 03/01/2006 | Planned Exit: | End Job Automatically:

Supervisor Level: | *Regular/Temporary: Temporary | *Full/Part: Full-Time | *Officer Code: None

Empl Class: Unclass | *Regular Shift: N/A | Shift Rate: | FTE: 1.00

Standard Hours: 40.00 | Work Period: W Weekly

Contract Number: | Contract Type: | Next Contract Number

USA

*FLSA Status: Nonexempt | *EEO Class: None

- The employee's actual job; Underfill, Supervisor, Temporary, Probation or Trial Period
- FLSA Field will have to be reviewed and updated after conversion by the agencies
- EEO information is located on the Job Code Table

PEOPLE Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

Work Location Job Information Payroll Salary Plan Compensation MDC Job Data

Presley, Elvis W Employee EmplID: PURPLE11 Empl Rcd#: 0

Payroll Info First 1 of 1 Last

Effective Date: 03/01/2006 Effective Sequence: Job Indicator: Primary Job

Action / Reason: Hire Unclassified Temporary Current

Payroll System: Payroll for North America

Payroll for North America

Pay Group: SH1 477 Supplemental Hourly PT Holiday Schedule: NONE None

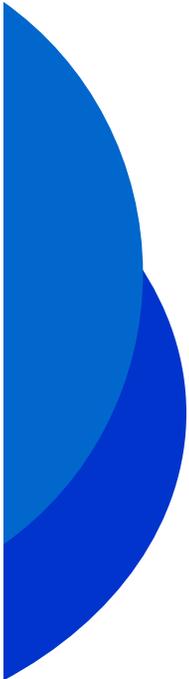
Employee Type: H Hourly FICA Status: Subject

Tax Location Code: OK STATE OK State

GL Pay Type:

Account Code:

- Payroll System Defaults to “Payroll for North America”
- Pay Group MUST be selected on all records - Employee type ‘defaults’ from Pay Group
- Tax Location Code MUST be selected on all records



The screenshot shows the PEOPLE Soft HR system interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data. The 'Salary Plan' tab is selected and circled in red, with a red arrow pointing to it. The employee information is: Presley, Elvis W, Employee, EmplID: PURPLE11, Empl Rcd#: 0. The 'Salary Plan' section shows: Effective Date: 03/01/2006, Effective Sequence: 0, Job Indicator: Primary Job, Action / Reason: Hire, Unclassified Temporary, Current. The 'Salary Administration Plan' section shows: UNCL (with search and refresh icons), Grade: (with search and refresh icons), Grade Entry Date: (with calendar icon), Step: (with search icon), Step Entry Date: (with calendar icon). The 'Rating Scale' section shows: Review Rating, Review Date, Rating Model, and Matrix.

o Salary Plan Tab

- If Unclassified, No Grade Level
- If Classified, must have a Grade Level

Job Data - Microsoft Internet Explorer

Address: <https://corehrtrg.oklaosf.state.ok.us/servlets/iclientservlet/hrtrg?cmd=start&>

PEOPLE Soft

Home Help Sign Out

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data [New Window](#)

Work Location Job Information Payroll Salary Plan Compensation MDC Job Data

Doe, Jane Employee EmplID: PURPLE2 Empl Rcd#: 0

Compensation First 1 of 1 Last

Effective Date: 03/01/2006 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Hire Competitive Certificate Action Current

Compensation Rate: 2,916.686867 Frequency: Monthly

Pay Rates

Pay Components First 1 of 1 Last

Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	Details	35,000.000000	USD	A	

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

Start New Memo - Lotus Notes MSN.com - Microsoft Int... Job Data - Microsoft I... Microsoft Word 9:15 AM

- Pay [Comp Rate] is entered as an Annual Amount for Monthly Salary Employees
- If an Hourly employee, will be entered as Hourly
- Click the arrow by Pay Rates to see the Monthly Amount
- Use the arrows on the Compensation Title Bar to page through the Salary records

PEOPLE Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data New Window

Work Location | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

Presley, Elvis W Employee EmplID: PURPLE11 Empl Rcd#: 0

State of Oklahoma Job Data First | 1 | Last

Effective Date: 03/01/2006 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire Unclassified Temporary Current

Common Fields **Special Use Fields**

Division: Special Use 1: Special Use 2:
 Worker's Comp Code: 8810 Special Use 3: Special Use Date:

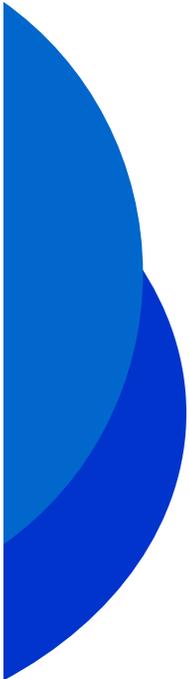
Cost Center Information View all | First | 1 of 1 | Last

Cost Center 1	Cost Center 2	Cost Center 3	Cost Center 4	Cost Center Percent
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Remarks:
 Temporary not to exceed 999 hours.

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

- Worker's Comp Code Field
- FMLA cannot be tracked at this time, however, this feature will be available later
- Special Use Fields; each Agency may use these fields differently, however, BE CONSISTENT in the use of fields
- Cost Center fields used by Agencies that require breakdown for Budget, must equal total of 100%
- Remarks will be printed on the OPM-14



PEOPLE
Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

Employment Information

Presley, Elvis W Employee EmplID: PURPLE11 Empl Rcd#: 0

'Home/Host: Home Business Title: Law Enforce Narcotics Agent Work Phone: Time Reporter Data

Hire Date: 03/01/2006 Probation Date: Last Date Worked: Expected Return Date: If Applicable

Termination Date: Rehire Date: When rehire

Company Seniority Date: 03/01/2006 Service Date: 03/01/2006 Years: 0 Months: 0 Days: 15 If Applicable

Date Last Increase: 03/01/2006 Last Verification Date: Longevity Date: If Applicable

Hire Date
 Termination Date
 Company Seniority Date
 Service Date
 Probation Date
 Expected Return Date
 Longevity Date

= State EOD
 = First day not worked
 = Agency EOD
 = Leave Accrual Start Date
 = Last day of Probation or Trial Period
 = Reinstatement Eligibility Date
 = Longevity Date

Job Data - Microsoft Internet Explorer

Address: https://corehrtrg.oklaosf.state.ok.us/servlets/clientervlet/hrtrg/?cmd=start&

PEOPLE Soft

Home Help Sign Out

Doe, Jane ID: PURPLE2 Empl Rcd Nbr: 0 Employee

Time Reporter Data View All First 1 of 1 Last

Effective Date: 03/01/2006 Time Reporter Status: Active Send Time to Payroll + -

Time Reporter Type: Elapsed Time Reporting Template: Regular Commitment Accounting Flags: For Taskgroup For Department

Time Period ID: Workgroup: 47700-01 Narcotics/Dangerous Drug Contr Taskgroup: PSNONTASK Non Task Taskgroup

Task Profile ID: TCD Group: Restriction Profile ID: Rule Element 1: Rule Element 2: Rule Element 3: Rule Element 4: Rule Element 5: Time Zone: CST Central Time

OK Cancel

- Effective Date Field Must be completed
- Elapsed Field is ALWAYS Regular
- Work Group is Agency Number + 2 Zeros and "01" for Regular Salary Employee or "02" for Temporary Employee – this Field can be completed with Lookup
- Task Group is ALWAYS "PSNONTASK"
- CLICK OK at the bottom of the Screen and the application returns you to Employment Data Page

PEOPLE Soft

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

Job Earnings Distribution

Presley, Elvis W Employee EmplID: PURPLE11 Empl Rcd#: 0

Earnings Distribution Type First 1 of 1 Last

Effective Date: 03/01/2006 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire Unclassified Temporary Current

Standard Hours: 40.00 Work Period: W Weekly
 Compensation Rate: 1,733.333333 Comp Freq: M Monthly

Earnings Distribution Type: By Percent

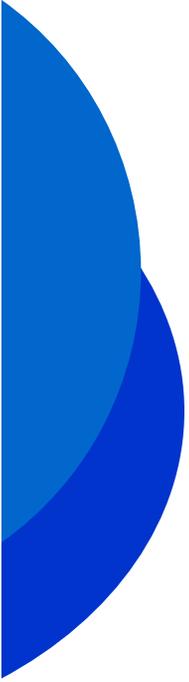
Job Earnings Distribution First 1 of 1 Last

Position	Unit	Department	Job Code	Shift	Earn Code	GL Pay Type	Account Code	Compensation Rate	Std Hrs	Distrib %
	47700	2020001		N/A	HRG		000013174			100.000

- Earnings Distribution Type Field MUST ALWAYS be “By percent”
- Account Code Number(s) Field = Funding Account where employee is paid
- Distribution Field(s) MUST ALWAYS total 100%, whether one row or multiple rows

The screenshot shows a web browser window titled "Job Data - Microsoft Internet Explorer". The address bar contains the URL: <https://corehrtrg.oklaosf.state.ok.us/servlets/clientservlet/hrtrg?cmd=start&>. The page header includes the "PEOPLE Soft" logo and navigation links for Home, Help, and Sign Out. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data. The main content area displays details for an employee named "Doe, Jane" with "EmplID: PURPLE2" and "Empl Rcd#: 0". A "Benefit Record Number" field is set to "0". The "Benefit Status" section shows an "Effective Date" of "03/01/2006" and an "Action / Reason" of "Hire Competitive Certificate Action". The "Benefits System" is set to "Base Benefits" and the "Benefits Employee Status" is "Active". A table under "Benefit Program Participation" shows an "Effective Date" of "03/01/2006" and a "Benefit Program" of "REG Regular Classified Employees". At the bottom, there are buttons for "Save", "Return to Search", "Refresh", "Update/Display", "Include History", and "Correct History".

- EBC (Employee Benefits Council) data will be loaded on employee records which have the Regular Benefits Program
- Empl Record Numbers MUST Match



Inquiry Data Information

- The following screen shots will be discussed
 - Position Data Summary – General Tab
 - Position Data Summary - Work Location Tab
 - Position Data Summary – Payroll Information Tab
 - Unclassified Cite Code Field
 - Position Data - Specific Information Tab
 - Position Budget Status Tab
 - Job Summary – General Tab
 - Job Summary – Job Information Tab
 - Job Summary – Work Location Tab
 - Job Summary – Compensation Tab
 - Report Screen Shot

PEOPLE Soft

Home > Develop Workforce > Manage Positions > Inquire > Position Data Summary

Position Data Summary

Position Number: 54800012 Admin Program Manager

Position Data

Effective Date	Action Reason	Status	Status Date	Max Head Count	Budgeted
08/25/2004	Level Chan	Approved	05/04/2004	1	Y
01/01/1951		Approved	05/04/2004	1	Y

Return to Search

- Click View All to see all rows of Position History or page through the rows using the arrows on the Title Bar
- Action Reason Codes include: Allocation, Direct Reclassification, Position Inactivated, Level Change, New Position, Position Creation for Payroll Maintenance, Position Status Change, Position Data Update, and Transfer

PEOPLE Soft

Home Help Sign Out

Home > Develop Workforce > Manage Positions > Inquire > Position Data Summary [New Window](#)

Position Data Summary

Position Number: 47700002 Secretary

Position Data First 1-2 of 2 Last

Effective Date	Reports To	Unit	Location	Jobcode	Dept
12/11/1992		47700	477		Enforcemen
01/01/1951		47700	477		Enforcemen

[Return to Search](#)

- Department Field CANNOT be all zeros or two (2) digits
- Location Code should be populated

PEOPLE Soft

Home Help Sign Out

Home > Develop Workforce > Manage Positions > Inquire > Position Data Summary [New Window](#)

Position Data Summary

Position Number: 47700002 Secretary

Position Data First 1-2 of 2 Last

Effective Date	Reg/Temp	Full/Part	Default Hr	Work Period	Shift
12/11/1992	Regular	Full-Time	40.00	Weekly	N/A
01/01/1951	Regular	Full-Time	40.00	Weekly	N/A

[Return to Search](#)

- Payroll Information includes Effective Date, Regular/Temporary, Full/Part Time

PEOPLE Soft

Home Help Sign Out

View All First 1 of 1 Last

Effective Date: 12/11/1992 **Status:** Active

Classified Indc: Unclassifd **Job Family:**

Job Code: 1631 General Counsel **Manager Level:** All Other Positions

Reg/Temp: Regular

Full/Part Time: Full-Time

Regular Shift: Not Applicable

Union Code:

Defaults

Salary Plan:	UNCL	Grade:					Step:	
Standard Hours:	40.00	Work Period:	W				Weekly	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	8.00	8.00	8.00	8.00	8.00			

SetID: 47700 **Unclassified Cite Code:** E044 LICENSED ATTORNEYS

PAGE 22

- **Unclassified Cite Code Field auto-populates the record of any employee assigned to the position**
- **Path: Develop Workforce > Manage > Positions > Use > Position Data > Job Information**

The screenshot displays the PEOPLE Soft HR system interface. The top navigation bar includes 'Home', 'Help', and 'Sign Out'. The breadcrumb trail is 'Home > Develop Workforce > Manage Positions > Use > Position Data'. The main content area is divided into tabs: 'Description', 'Work Location', 'Job Information', 'Specific Information', and 'Budget and Incumbents'. The 'Specific Information' tab is active, showing details for Position Number 47700007, General Counsel, with a Headcount Status of 'Filled' and a Current Head Count of '1 out of 1'. Below this, there is a table with columns for Effective Date (12/11/1992) and Status (Active). A red arrow points to the 'Signature Authority' field, which is circled in red and shows a dropdown menu with the selected option 'Education and Government'. To the right of the signature authority field are four checkboxes: 'Update Incumbents' (unchecked), 'Budgeted Position' (checked), 'Confidential Position' (unchecked), and 'Job Sharing Permitted' (unchecked). At the bottom of the page, there are navigation buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Previous tab', 'Next tab', 'Update/Display', and 'Include History'. The page number 'PAGE 23' is centered at the bottom.

- Drop down box on Education and Government Title Bar section shows whether the position counts, or does not count toward FTE

PEOPLE Soft

Home > Develop Workforce > Manage Positions > Inquire > Position Budget Status [New Window](#)

Position Budget Status

Position Number: 56600005 U.S. Network Mgmt Specialist
Position Status: Active Approved **Status Date:** 07/24/2006 **Budgeted**
Business Unit: 56600 Tourism & Recreation Dept
Job Code: B21 C Info Sys Network Mgmt Spec
Department: 6701101 Data Processing

Current Budget			
Max Head Count:	1	Total Budget FTE:	1.00
Actual Head Count:	1	Total Budget Amount:	40,779.840000
Current Budget Head Count:	0	Current Budget FTE:	
Head Count Variance:	1	FTE Variance:	1.00
		Amount Variance:	40,779.84

▶ **Current Incumbents**

[Return to Search](#)

- The Budget and Incumbents Tab shows the position incumbent, if any

Home > Administer Workforce > Administer Workforce (GBL) > Inquire > Job Summary

Job Summary

Smith, Mary C. Employee EmpID: 100712 Empl Rcd#: 0

Job Information

General Job Information Work Location Compensation

Eff Date	Sequence	Action	Action Reason
05/03/2005	0	Termination	Resignation
01/01/2005	0	Pay Rate Change	Cost of Living Increase
04/26/2001	0	Hire	Conversion from Legacy System

Return to Search Next in List Previous in List

- Job Information Summary
Consists of four (4) tabs: General, Job Information, Work Location, and Compensation Tabs. This page shows the history of the employee in a summarized form.
- General Tab: This tab shows the effective date of each HR action; the sequence, what kind of action was taken, and the reason for the action.

PEOPLE Soft

Home Help Sign Out

Home > Administer Workforce > Administer Workforce (GBL) > Inquire > Job Summary [New Window](#)

Job Summary

Gibson, Mel Employee **EmplID:** RED18 **Empl Rcd#:** 0

Job Information View All First 1 of 1 Last

General Job Information Work Location Compensation

Eff Date	Sequence	Job Code	Empl Type	Empl Status	Full/Part Time	Reg/Temp	Standard Hours	Work Period
07/01/2006	0	S11B	Salaried	Active	Full-Time	Regular	40.00	Weekly

PAGE 26

[Return to Search](#)

- Job Information Tab: This tab shows the effective date, sequence, the job code, the employee type, the employee status, full-part-time, reg/temp, standard hours and work period.

PEOPLE Soft

Home Help Sign Out

Home > Administer Workforce > Administer Workforce (GBL) > Inquire > Job Summary [New Window](#)

Job Summary
Smith, Mary C Employee EmplID: 100712 Empl Rcd#: 0

Job Information View All First 1-3 of 3 Last

General Job Information **Work Location** Compensation

Eff Date	Sequence	Position	Company	DeptID	Sal Plan	Grade	Pay Group	Frequency
05/03/2005	0	Boll Weevi	039	Administra	UNCL		SH1	Monthly
01/01/2005	0	Boll Weevi	039	Administra	UNCL		SH1	Monthly
04/26/2001	0	Boll Weevi	039	Administra	UNCL		SH1	Monthly

Return to Search Next in List Previous in List

Done Internet

- Work Location Tab: This tab shows the effective date, the sequence, the position title, the company/agency, the department ID, salary plan, grade/pay band, pay group, and pay frequency.

PEOPLE Soft

Home Help Sign Out

Home > Administer Workforce > Administer Workforce (GBL) > Inquire > Job Summary [New Window](#)

Job Summary
Gibson, Mel Employee **EmplID:** RED18 **Empl Rcd#:** 0

Job Information View All First 1 of 1 Last

General Job Information Work Location **Compensation**

Eff Date	Sequence	Annual Rt	Monthly Rt	Daily Rt	Hrly Rate	Currency	Change Percent	Components
07/01/2006	0	\$90,000.000	\$7,500.000	\$346.154	\$43.269231	USD	0.000	Components

page 28

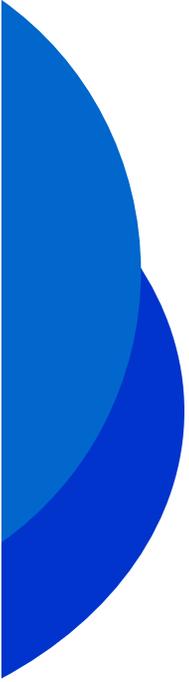
[Return to Search](#)

- Compensation Tab: This tab shows the history of compensation for the employee. It shows the effective date; the sequence; the annual compensation rate; monthly compensation rate; daily rate; hourly rate, currency type; change percent; and the components can be clicked on to see details of each action.



The screenshot displays the PEOPLE Soft HR system interface. At the top left is the PEOPLE Soft logo. The top navigation bar includes links for Home, Help, and Sign Out. The breadcrumb trail reads: Home > Administer Workforce > Administer Workforce (GBL) > Report. A left-hand menu shows the following options: Administer Workforce (GBL), Capture Time and Labor, Use, Setup, Process, Inquire, and Report (which is currently selected). The main content area lists various reports and actions, including: Department Action Notices, Personnel Actions History, Emergency Contacts, Employee Home Address Listing, Temporary Employees, Passport/Visa Expiration, Multiple Seniority Components, Citizenship/Country/Visa Audit, Action Reason Table, Salary Grade Table, Salary Grade/Step Table, Contract Information, Employee Listing, Temp Assignmt w/out End Date, Temp Assignmt due to Complete, Employee Birthdays (0227), Employee Turnover Analysis0218, Primary Job Audit (0210), and Emp on Leave of Absence (0217).

- Reports available from HR include: Employee Listing, Years of Service, Employee Birthdates and Employee Job Code



CORE HRMS Resources

- CORE Website:
 - <http://www.ok.gov/coreoklahoma/>
 - ✓ Terms Cross Reference
 - ✓ Quick Tips
 - ✓ Latest News
 - ✓ A Navigation CD Tool is available at each Group 4B Agency – ask your Communication Liaison
 - ✓ OSF HelpDesk email address; helpdesk@osf.ok.gov or call (405) 521-2444 or Toll Free: (866) 521-2444



Questions

- Let us know how can we be helpful?
- CORE Main Phone Number
 - 405 522-1700