
UNIVERSITY OF ALBERTA

PeopleSoft HCM

Viewing General Inquiry Job Page



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Viewing General Inquiry Job Page

In this topic you will learn how to use the customized General Inquiry Job page to search for and view job related information.

Procedure

Navigation Path: [Main Menu](#) > [Workforce Administration](#) > [Job Information](#) > [Review Job Information](#) > [General Inquiry Job*](#)

1. The **General Inquiry Job*** view allows you to search for and view information related to the Job that an employee has been assigned to.

You can search by Employee ID, Employee First Name, Employee Last Name or a combination of this information.

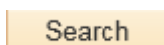


The screenshot shows the 'General Inquiry Job' search page. At the top, there is the University of Alberta logo and the text 'Human Capital Management'. Below this, the page title 'General Inquiry Job' is displayed. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with a dropdown arrow. The search criteria include: 'Empl ID:' with a 'begins with' dropdown and a text input field; 'Name:' with a 'begins with' dropdown and a text input field; 'Last Name:' with a 'begins with' dropdown and a text input field; 'Second Last Name:' with a 'begins with' dropdown and a text input field; 'Alternate Character Name:' with a 'begins with' dropdown and a text input field; and 'Middle Name:' with a 'begins with' dropdown and a text input field. There is also a checkbox for 'Case Sensitive' and a text input field for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. In the **Search Criteria** section, enter the employee related information that you have, in the appropriate fields provided.

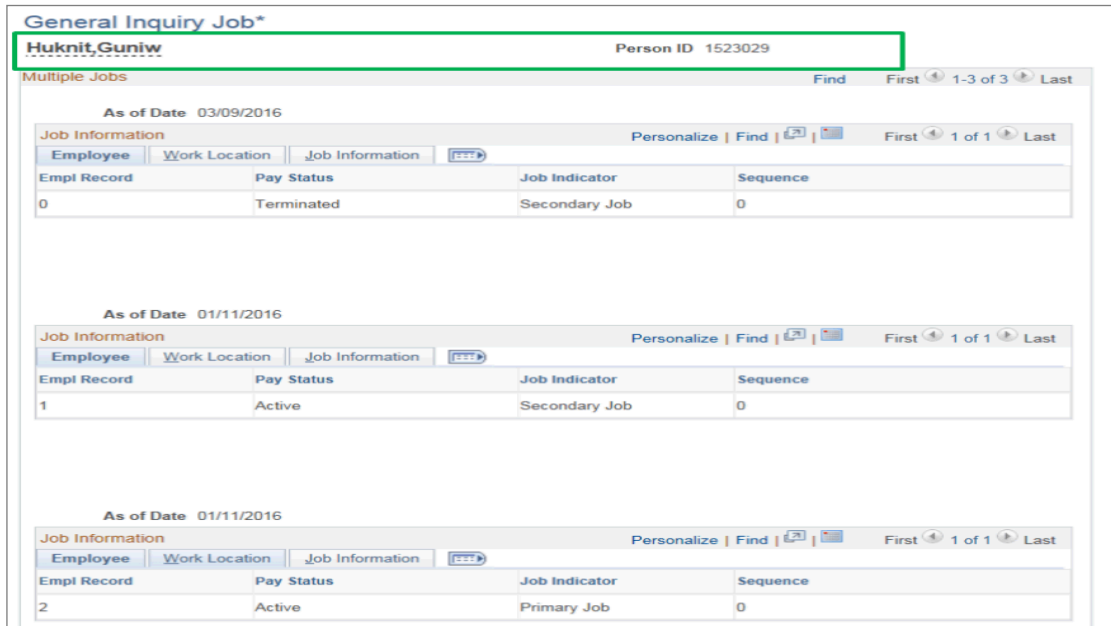
In this example, enter "**1523029**" into the **Empl ID** field.

3. Click the **Search** button.



- The **General Inquiry Job*** page will appear with your search results. *All* Jobs assigned to the employee will be listed, including previous jobs as well as current active jobs.

The header area contains the Employee Name and Employee ID/Person ID.



General Inquiry Job*
Huknit, Guniw Person ID 1523029

Multiple Jobs Find First 1-3 of 3 Last

As of Date 03/09/2016

Job Information Personalize Find First 1 of 1 Last

Empl Record	Pay Status	Job Indicator	Sequence
0	Terminated	Secondary Job	0

As of Date 01/11/2016

Job Information Personalize Find First 1 of 1 Last

Empl Record	Pay Status	Job Indicator	Sequence
1	Active	Secondary Job	0

As of Date 01/11/2016

Job Information Personalize Find First 1 of 1 Last

Empl Record	Pay Status	Job Indicator	Sequence
2	Active	Primary Job	0

- The **Multiple Jobs** section provides the details of each job that the employee is assigned to and is listed by effective date.

In the top right of this section, you can find the total number of assigned job records.



General Inquiry Job*
Huknit, Guniw Person ID 1523029

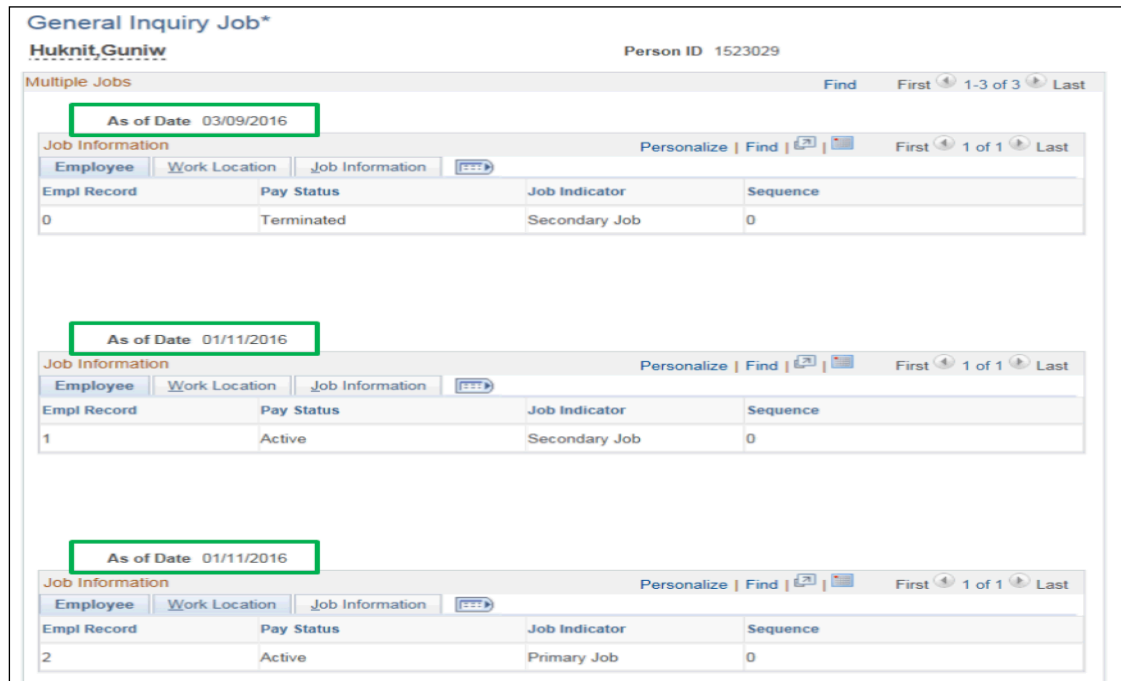
Multiple Jobs Find First 1-3 of 3 Last

As of Date 03/09/2016

Job Information Personalize Find First 1 of 1 Last

Empl Record	Pay Status	Job Indicator	Sequence
0	Terminated	Secondary Job	0

6. The **As of Date** provided before each subsection indicates the effective date of the current row of the employee's job record.



General Inquiry Job*
Huknit, Guniw Person ID 1523029

Multiple Jobs Find First 1-3 of 3 Last

As of Date 03/09/2016

Job Information Personalize Find First 1 of 1 Last

Employee Work Location Job Information

Empl Record	Pay Status	Job Indicator	Sequence
0	Terminated	Secondary Job	0

As of Date 01/11/2016

Job Information Personalize Find First 1 of 1 Last

Employee Work Location Job Information

Empl Record	Pay Status	Job Indicator	Sequence
1	Active	Secondary Job	0

As of Date 01/11/2016

Job Information Personalize Find First 1 of 1 Last

Employee Work Location Job Information

Empl Record	Pay Status	Job Indicator	Sequence
2	Active	Primary Job	0

7. In this example, the employee has 3 Job Records that have been assigned to them.

The first record is effective September 03, 2016 and the other two records are effective November 01, 2016.

NOTE: The format of the date is dependent on how your desktop computer is set up, so the date on your computer may be in a different format than the example provided.

8. Each Job Record is a subsection within this page and has an Employee tab, a Work Location tab and a Job Information tab providing further details.



General Inquiry Job*
Huknit, Guniw Person ID 1523029

Multiple Jobs Find First 1-3 of 3 Last

As of Date 03/09/2016

Job Information Personalize Find First 1 of 1 Last

Employee Work Location Job Information

Empl Record	Pay Status	Job Indicator	Sequence
0	Terminated	Secondary Job	0

9. The Employee tab provides information related to the status of the employee and job record.

[1] **Empl Record** (Employee Record Number) Field

A system generated number used to identify concurrent jobs (multiple appointments) for an employee.

[2] **Pay Status** Field

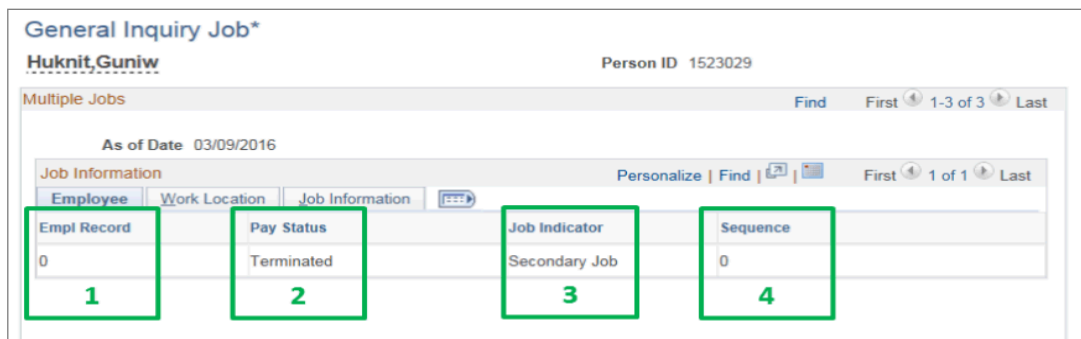
Provides the payroll status of the employee for that employee record number.

[3] **Job Indicator** Field

Identifies if the Job record is the primary or secondary. The primary job determines the primary pay group and benefit deductions, if applicable.

[4] **Sequence** Field

Identifies the current job row when there is overlapping of dates for job information. When more than one job record exists for the same date, the highest sequence number identifies the current job row.

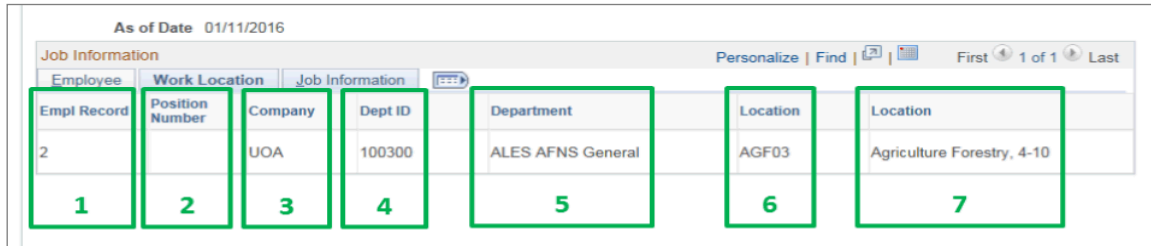


10. In this example, the employee is no longer actively working in the first Job Record as the Pay Status is 'Terminated'.

However, the 'Active' Pay Status in the following two Job Records indicates that the employee is employed and may be paid for work done on these jobs.

11. The last Job Record on this page is used to illustrate the other two tabs within each subsection.

Click the **Work Location** tab.



Employee	Work Location	Job Information		Department	Location	Location
Empl Record	Position Number	Company	Dept ID			
2		UOA	100300	ALES AFNS General	AGF03	Agriculture Forestry, 4-10

12. The **Work Location** tab provides information related to the department the employee has been assigned to.

[1] **Empl Record** (Employee Record Number) Field
A system generated number used to identify concurrent jobs (multiple appointments) for an employee.

[2] **Position Number** Field
Unique number used to identify a position on campus.

[3] **Company** Field
Always set to UOA = University of Alberta

[4] **Dept ID** (Department ID)
Provides the Department ID the employee's job belongs to.

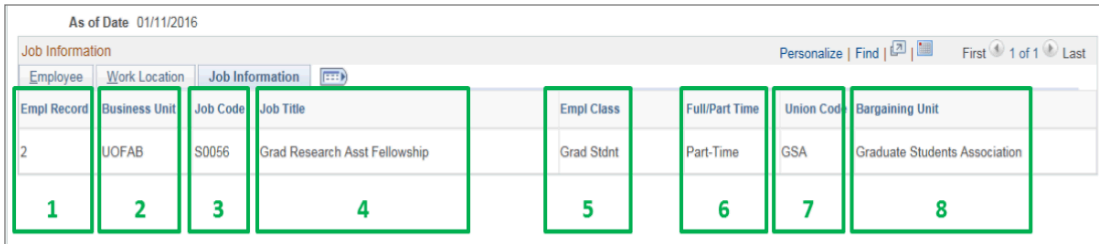
[5] **Department** Field
Provides the description of the Department ID

[6] **Location Number** Filed
Provides the system code linked to the department location.

[7] **Location Description**
Provides the description of the location of the employee's department.

13. In this example, the last job record indicates that the employee belongs to department 100300 which is the General ALES AFNS department located in the Agriculture Forestry building.

14. Click the **Job Information** object.



Empl Record	Business Unit	Job Code	Job Title	Empl Class	Full/Part Time	Union Code	Bargaining Unit
2	UOFAB	S0056	Grad Research Asst Fellowship	Grad Stnt	Part-Time	GSA	Graduate Students Association

15. The **Job Information** tab provides information related to the Job the employee is assigned to.

[1] **Empl Record** (Employee Record Number) Field

A system generated number used to identify concurrent jobs (multiple appointments) for an employee.

[2] **Business Unit** Field

Always set to UOFAB = University of Alberta.

[3] **Job Code** Field

Identifies the job classification group that the job belongs to.

[4] **Job Title** Field

Provides a description of the job code associated with the employee.

[5] **Empl Class** (Employee Class) Field

Provides the category code that the employee has been assigned to.

[6] **Full/Part Time** Field

Identifies if the employee has been hired as full time or part time employment.

[7] **Union Code** Field

Identifies the association with which the employee is affiliated

[8] **Bargaining Unit** Field

Identifies the association with which the employee is affiliated

16. To view all the columns described under each tab at once, click the **Show all columns** button.

17. Once you are done viewing the employee's job information you can return to the main search area.

Click the **Return to Search** button.

18. You can continue to search for another employee's job information by clearing the existing search criteria fields and entering the employee's information into the fields provided.

NOTE: You can only view one employee at a time.

19. Congratulations! You have completed the training on how to use the General Inquiry Job query.

For reference materials and more tutorials please see the links provided below.

End of Procedure.



For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (<https://www.ualberta.ca/faculty-and-staff/my-employment/employee-self-service>).



For **HR Professionals**, all PeopleSoft HCM Learning Reference Materials are available within the Human Resource Services website under the PeopleSoft Training web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training>).



Refer to the Online Learning web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning>) within the Human Resource Services website for all Online Tutorials and videos.