

**CMS Business Process Guide**

**Multiple Jobs Summary**

The Multiple Jobs Summary allows you to view a summary of all jobs and changes in job status for an individual employee. Multiple employment records will appear for employees that have more than one job. Job changes may be viewed by clicking on the arrows in the title bar.

You will have access to employees in the departments to which you have been granted access. In addition, you will have access to all jobs for those employees regardless of the departments to which they are assigned. You will not have access to employees if **none** of their jobs are in a department to which you have been assigned.

This guide explains the various fields or “data elements” of which a position record is comprised. Below are the position web pages/tabs and links on which a position record’s data elements reside:

* **[Employee](#Employee_Tab)**
* **[Position Data](#Position_Data_Tab)**
* **[Job Information](#Job_Information_Tab)**

**NAVIGATION:** [Main Menu](https://cmsdev7.calstate.edu/psc/HSLOTST/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PTPP_PORTAL_ROOT&pt_fname=PT_PTPP_PORTAL_ROOT&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Workforce Administration](https://cmsdev7.calstate.edu/psc/HSLOTST/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=HC_WORKFORCE_ADMINISTRATION&secondary=true&fname=HC_WORKFORCE_ADMINISTRATION&pt_fname=HC_WORKFORCE_ADMINISTRATION&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Job Information](https://cmsdev7.calstate.edu/psc/HSLOTST/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=HC_WORKFORCE_INFO&secondary=true&fname=HC_WORKFORCE_INFO&pt_fname=HC_WORKFORCE_INFO&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > Review Job Information > Multiple Jobs Summary

* Employee Tab

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| --- |
| **Multiple Jobs** |
| As Of Date | Effective Date of the job data displayed |
| **Job Information Section** |
| Empl Rcd # | System-assigned number for this job or employee record |
| Pay Status | Active or inactive position status |
| Job Indicator | Reason for the position transaction |
| Effective Date | Date the position transaction was entered into PeopleSoft |
| Sequence | Sequence of job rows for job rows with the same effective dates |

* Position Data Tab

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|  |  |
| --- | --- |
| Empl Rcd # | System-assigned number for this job or employee record |
| Position | Brief job classification title |
| Company | Campus identifier |
| Department | Department name |
| Location | Campus identifier |

* Job Information Tab

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| --- | --- |
| Empl Rcd# | System-assigned number for this job or employee record |
| Business Unit | An identification code that represents a high-level organization of business information |
| Job Title | Abbreviated job classification title; if MPP, abbreviated working title |
| Standard Hours | Derived from FTE and reflects the number of hours the incumbent is regularly scheduled to work (Due to system requirements hourly-intermittent positions will have 40 hours in this field) |
| Work Period | Time period in which incumbent must complete the standard hours |

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