

Looking for the Job List report? Here's where to find it. [1]

February 14, 2018 by [Employee Services](#) [2]

The Job List report in the HCM Workcenter recently moved out of the Top 15 quick list, after enhancements to the query were implemented last night. Quick list items display based on usage, and Employee Services anticipates the Job List will return to there within the next five days.

However, users can still find the query by clicking on the Workcenter's **Click here for ALL** link.



The screenshot shows the CU HCM User WorkCenter interface. At the top, there are tabs for 'WorkCenter' and 'Resources'. Below the tabs is a section titled 'HCM Queries' with a refresh icon and a settings icon. Underneath is a 'Query Manager' section containing a list of 15 queries, each with a bullet point and a blue hyperlink. The list includes: Employee Compensation, Funding Distribution, Time Entry, Payroll Register Acct Detail, Vacant Positions, Personnel Roster, Payroll Register, Training Report, Dept Personnel & Org Roster, Leave Accruals, Leave Balances, Personnel Actions History, Funding Suspense Current Row, Paycheck Distribution, and Vacant Positions with Funding. Below the list, the text 'Top 15 Listed above.' is followed by a red-bordered box containing the text 'Click here for ALL'.

When the full list shows up on your screen, the Job List is number 32 on the list.

| | | |
|----|--------------------------------|--|
| 30 | Job Definitions | This query returns active job codes and definitions (long descriptions). |
| 31 | Job Future Dated Rows | This query returns data for employees with future dated rows in Job Data, including other reports. |
| 32 | Job List | This query returns the most recent job data for each Empl Record. Please note: PO Last 4 SSN, or Position Nbr prompts are used to filter results, regardless of any other used to filter POI data. |
| 33 | Jobs with hourly rate < Min. W | Hourly Jobs with hourly rate less than Minimum Wage. |

New query enhancements include additional columns as well as the ability to search for POI information.

HCM ^[3]

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