

CU 8.9 HRMS Step by Step Guide

Job List – Employee Only Lookup

Overview: This guide provides instruction on viewing all employment instances held by employees.

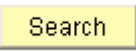
Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Job List Page

- Reports and Reviews
- Job Information
- Job List

2. Job List search page displays


- Enter one or more of the search fields

▪ Click 

Job List

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value _____

EmplID: 

Name:

Last Name:

Last 4 SSN:

[Basic Search](#)  [Save Search Criteria](#)

3. Job List page displays

- Displays CU employment status

Job List

Test, A ID: 10327 123456

Recd #	Eff Date	Job Code	Description	Position	Reports To	Req/Temp	%Time	Std Hrs	FTE	Pay Group	Empl Type	Empl Class	Pay Status
0	09/01/2008	1104	Senior Instructor	00162014		R	100.00	40.00	1.000000	MON	Salaried	Reg/Md/1Y	A
1	06/02/2007	1105	Instructor	00626963		R	33.00	13.20	0.170000	MON	Salaried	Reg/Md/1Y	T
2	06/01/2006	1419	Lecturer	00675123		T	25.00	10.00	0.130000	MON	Salaried	OFac/Med	T
3	09/01/2006	1419	Lecturer	00643044	00152546	T		1.00		MON	Hourly	OFac/Med	T

Job List – Employee Only Lookup complete