

Employee Status View Only Access – Manual Load End Users

Navigation: Workforce Administration>Job Information>Review Job Information>Workforce Job Summary

- Enter **Empl ID** number or **Name**
- Enter **Empl Rcd Nbr** – 103 or 104 (Counties and Municipalities)
- Click Search
- Summary Page displays; click the **Job Information** tab

Org Relation	Empl Rcd#	Effective Date	Seg	Job Code	Empl Type	Empl Status	Full/Part Time	Reg/Temp	Standard Hours	Work Period
EMP	103	11/01/2002	0	ACTIVE	Salaried	Active	Full-Time	Regular	37.50	Weekly

Employee's Job Summary displays. The status of the employee is listed under **Empl Status** column. Any changes or updates to an employee's status will generate a new row (as shown in the example below). The tab labeled General displays the **Action/Action Reason** related to the **Empl Status**. The additional tabs **Work Location**, **Salary Plan**, and **Compensation** are for Office of Pensions use only.

Org Relation	Empl Rcd#	Effective Date	Seg	Job Code	Empl Type	Empl Status	Full/Part Time	Reg/Temp	Standard Hours	Work Period
EMP	103	06/13/2003	0	ACTIVE	Salaried	Retired	Full-Time	Regular	37.50	Weekly
EMP	103	05/08/1995	0	ACTIVE	Salaried	Active	Full-Time	Regular	37.50	Weekly

If you have any questions regarding the use of the Workforce Job Summary, please email Open_Manual_Loads_Help@state.de.us , or call 739-4208 and ask for the Manual Loads section.