Employee Status View Only Access – Manual Load End Users

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

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✓ Workforce Administration ✓ Job Information ♥ Review Job Information	workforce Job Summa	у						
- Workforce Job Summary	Enter any information you hav	a and click Search. Leave fields blank for a l	ist of all values.					
Payroll Interface - Change My Password	Find an Existing Value							
	Limit the number of results to (up to 300): 300							
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	Search Clear Bas	ic Search 📙 Save Search Criteria						

- > 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

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Menu Search:	Workforce Job Summary									
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Payroll Interface <u>Change My Password</u>	Org Relation Empl Rod# Effective 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									
	Return to Search till Previous in List 4 Next in List Notify									

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.

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 Payroll Interface <u>Change My Password</u> 	Org Relation Emp	ol Rcd# Effective	Seq Job Code	Empl Type	Empl Status	Full/Part Time	Reg/Temp	<u>Standard</u> 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			
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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.