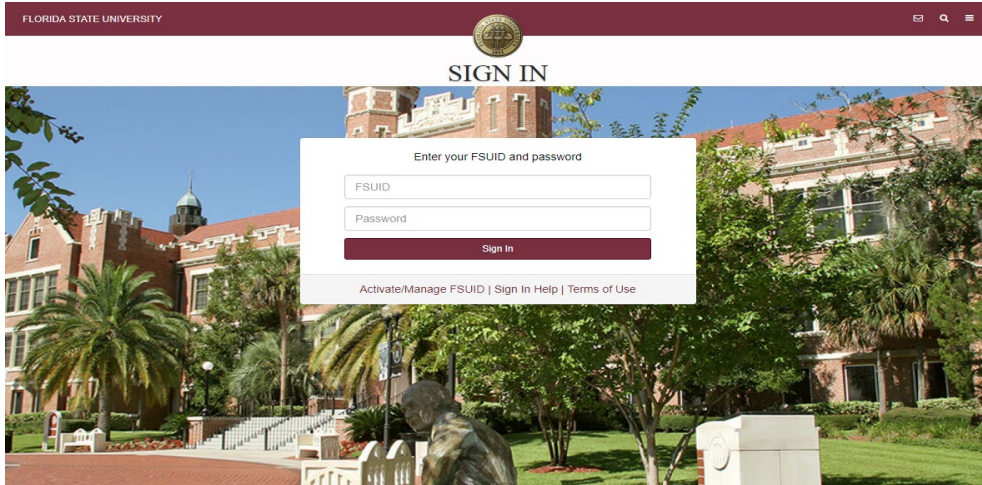


# Manage Job

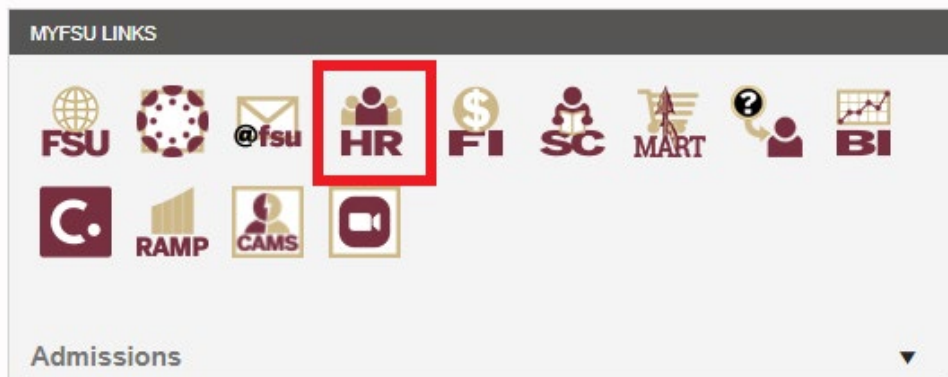
## HR Department Representatives

Learn how to navigate the Manage Job page. Manage Job provides important appointment details. This training guide will teach you how to search, navigate, and review employee records and appointment information.

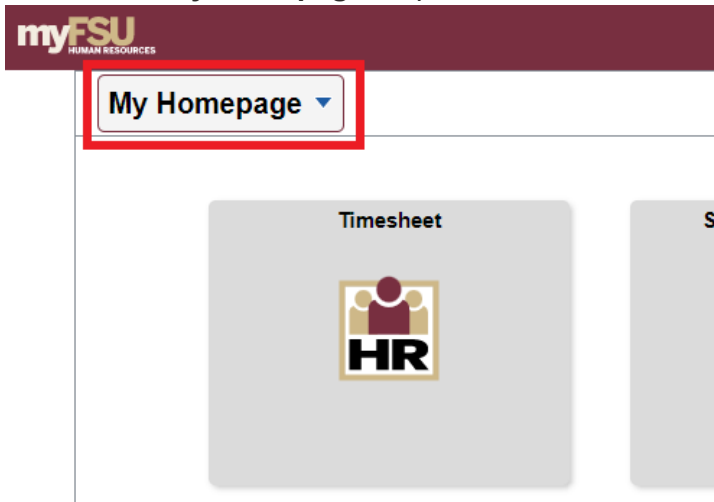
1. Sign in to the [myFSU Portal](#) with your FSUID and password.



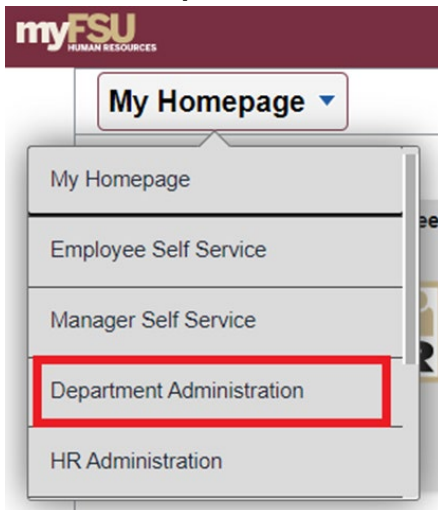
2. Select the **HR** icon.



3. Click on the **My Homepage** drop-down menu.



4. Select the **Department Administration** Homepage.



5. Select the **Manage Job** tile.



6. To **search** for an employee's record, enter search criteria. You can search by an employee's Empl ID and/or Empl Record, Name, HR Status, or Department.
  - a. Selecting **Active** for HR Status will return any active appointments.
  - b. To review historical information for an appointment, select the **Include History** box.

- c. To search by **Department**, you must enter “FSU01” in the **Business Unit** field before entering the Department ID.

**Search Job Data**

If you are searching by Department, you must first enter "FSU01" in the Business Unit field before entering the Dept ID or click the prompt search button (magnifying glass).

▼ Search Criteria

My Saved Searches

Empl ID

Name

Second Last Name

Business Unit

Empl Record

Last Name

HR Status

Department

Include History

- 7. After entering search criteria, click **Search**.
- 8. Your most recent search criteria will be displayed in the My Recent Searches menu. Click **Search Again** to review recent search results.

▼ My Recent Searches

Select the 'Edit' icon, choose the row(s) to be deleted and select 'Done' to refresh the section.

<b>Empl ID:000114682</b>	Today 02:28 PM	<input type="button" value="Search Again"/>
<b>Name:FSU</b>	Today 02:25 PM	<input type="button" value="Search Again"/>

- 9. If multiple appointments return in your search results, **click** the arrow button next to the record you need to review.

▼ Search Results

Empl ID:000114682

Empl ID	Empl Record	Name	Middle Name	Department	Job Code	HR Status	Business Title	
000114682	0	Sally Seminole		202000	4250	Active	Program Associate	<input type="button" value="&gt;"/>
000114682	1	Sally Seminole		025000	T011	Active	Business Off Clerical Etc	<input type="button" value="&gt;"/>

- 10. The **Job Actions Summary** provides an overview of key appointment information such as HR/Payroll status, Job Code and Position information, Department Information, FTE, and the Effective Date. To view the full appointment information, **click** the arrow button next to the row you need to review.

**Sally Seminole**  
000114682 - 0 - Employee  
Program Associate

**Job Actions Summary**

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Department	Pay Group	Employee Classification	Employee Type	Standard Hours	FTE	FLSA Status	Action Date	Actions
02/15/2022	Active	Hire	Abigail Lejeune	4250	00056900	00057971	202000	NLW	2	E	40.00	1.000000	Nonexempt	03/23/2022	<input type="button" value="&gt;"/>
0	Active Primary Job	New Hire	03/23/2022	Program Associate	Program Associate	Sr Administrative Spec Rebecca Garside	Med Academic Affairs	NON-LAW/UEU/UNU	Probationary	Exception Hourly					<input type="button" value="&gt;"/>

11. On the **Job Details** page, you can review appointment details under each specific page (ex: Work Location, Job Information, Salary and Compensation, etc.) or click **Expand All** to open all of the pages. If viewing historical records, you can navigate to prior rows using the arrow icons.

The screenshot shows the 'Job Details' page for Sally Seminole. At the top, there is a navigation bar with 'Job Actions Summary' and 'Job Details'. Below this, the employee's name and ID are displayed. The main content area shows a list of sections that can be expanded or collapsed. A red box highlights the 'Expand All' button on the left and a '1 of 1' navigation control on the right. The list of sections includes: Work Location, Job Information, Labor Information, Salary and Compensation, Payroll, Employment Data, Benefit Program, FSU Mail & Admin Codes, Drop Zone 2, Drop Zone 3, Drop Zone 4, Attachments, Validate, and Summary.

- a. Within the **Work Location** and **Job Information** pages, you will find key appointment information including HR Status, Job Code, Position Number, Department, Supervisor Information, Standard Hours and FTE.

This screenshot shows the 'Job Details' page with the 'Work Location' and 'Job Information' sections expanded. Red boxes highlight key information:

- Work Location:** HR Status: Active; Payroll Status: Active; Job Indicator: Primary Job; Position Number: 00056900; Position Entry Date: 02/15/2022; Department: 202000 Med Academic Affairs; Location: 40011160A COM-THRASHER BLDG (MED 1160A); Date Created: 03/23/2022.
- Job Information:** Job Code: 4250; Supervisor Level: Sr Administrative Spec; Reports To: 00057971 Sr Administrative Spec; Employee Class: Probation; Standard Hours: 40.00; FTE: 1.000000.

Other visible information includes: Position Number: 00056900 Program Associate; Position Entry Date: 02/15/2022; Regulatory Region: USA United States; Business Unit: FSU01 FSU Business Unit; Department: 202000 Med Academic Affairs; Location: 40011160A COM-THRASHER BLDG (MED 1160A); Date Created: 03/23/2022; Last Start Date: 02/15/2022; End Job Automatically: No; Job Entry Date: 02/15/2022; Supervisor ID: 000104756; Reports To Manager: 000104756 Rebecca Garside; Regular/Temporary: Regular; Employee Class: Probation; Regular Shift: Not Applicable; Classified Ind: All; Duties Type; Standard Hours: 40.00; FTE: 1.000000; Adds to FTE Actual Count?: Yes; Combined Standard Hours: 40.00; Work Period: Weekly 52.2; As of Date: 02/15/2022; Encumbrance Override: No; FTE: 1.000000.

- b. Within the **Salary and Compensation** page, you will find the employee's Compensation Rate and Pay Frequency.

Job Actions Summary Job Details

---

Sally Seminole  
000114682 - 0 - Employee  
Program Associate

Effective Date 02/15/2022  
Sequence 0 Action Hire  
Reason New Hire

[Expand All](#)

▶ Work Location

▶ Job Information

▶ Labor Information

▼ Salary and Compensation

Salary Plan

Salary Admin Plan 023 Univ Support Personnel System  
Grade 004 USPS Band 4  
Step  
Includes Wage Progression Rule No Grade Entry Date 02/15/2022  
Step Entry Date

Compensation

Compensation Rate 1,340,996.169 Frequency 26.1

▶ Comparative Information

▶ Pay Rates

Pay Components

Rate Code	Seq	Compensation Rate	Currency	Frequency	Poi
NAANNL	0	35,000.000000	USD	A	