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).

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.

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

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.
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.

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

- **Compensation Rate**: 1.340.0616907
- **Frequency**: 26.1

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**Salary and Compensation**

- **Rate Code**: NAAMPL
- **Compensation Rate**: 1.340.0616907
- **Frequency**: 26.1

**Job Details**

- **Effective Date**: 02/15/2022
- **Compensation Rate**: 1.340.0616907
- **Frequency**: 26.1