Employee Job Code History - KPER238

DESCRIPTION:

This report lists information for each job code change for a specific employee or for a group of employees in the department specified.

PARAMETERS TO SET:

- Parameters to select all employees in a department:
    - Department Group ID
    - Department ID
    - Flat File
- Parameters to select an individual employee:
    - Employee ID
    - Social Security Number

FIELDS:

- Action/Reason/Action Date
- Department ID/Department Name
- Effective Date
- Employee Class (Student, Resident Worker, Other, etc)
- Employee ID/Employee Record #
- Employee Name
- Employee Type (Salaried or Hourly)
- Employment Status (Probationary, Permanent, etc)
- FTE
- Full-Time/Part-Time
- Hire Date
- Job Code/Job Title
- Length of Service
- Pay Plan/Grade/Step
- Position #
- Regular/Temporary
- Social Security Number
- Supervisor's Position #/Supervisor's Name

SORT SEQUENCE:

- Department ID
- Employee ID
- Effective Date (Most Recent at the top)

WHERE FOUND:

Workforce Administration > Workforce Reports > Employee Job Code History