## Connect

Current, future, and some historical employment transaction information is stored in ConnectCarolina as Job Data.

There are three paths to view an employee's Job Data. No matter which path you choose, the process begins with the Search Page.

**Searching for an Employee** 

Using an employee's PID is often the easiest way to search.

Searching tips: The system defaults the list box values to "begins

with," but you can change them to search the way you want to.

You can enter part of a name, and enter the wildcard % for the remaining letters.

If your search criteria results in more than one match, choose the record you want from the results list

	Empl ID:	begins with	•
-	Empl Record:		
er	Name:	begins with	•
	Last Name:	begins with	•
	Second Last Name:	begins with	•
	Alternate Character Name:	begins with	•
	Middle Name:	begins with	•
	Organizational Relationship:	= •	
	Case Sensitive		

Navigating to an Employee's Job Data

For the employee's complete job data details, navigate using this path:

## <u>Main Menu > HR WorkCenter > Job Data</u>

For high-level job data for one particular employee record for this employee, navigate using this path:

<u>Main Menu</u> > <u>HR WorkCenter</u> > <u>Employee Information</u>

For limited, summary employee job data for all of the employee's job records, navigate using this path:

<u>Main Menu</u> > <u>HR WorkCenter</u> > <u>Multiple Jobs Summary</u>

## Viewing an Employee's Job Data

The J	The Job Data Page has six tabs that display information about the employee and their employment history.						Access historical		
Work Location Job Infor	mation Hayro	( Salary P	lan Compensation	UNC Job Data			employment actions and view		
Bobby Johnson Employee			Empl ID: Empl Record:	700307793 0		a	attachments associated with he employee.		
Work Location						real 🗄 norn 🖻 tast			
"Effective Date:	0 1/22/20 14	茁				Go To Row 📕 🖃			
Effective Sequence:	0	100.000	"Action:	Data Change		T			
HR Status:	Active		Reason:	Conversion		Ŧ			
Payroll Status:	Adive		*Job Indicator:	Primary Job					
Reading through the		4				Current			
Position Number:	- L								
	Override Position Data		-						
Position Entry Date:		r,				View notes			
	Contraction of the second s	lanagement F				associated with			
*Regulatory Region:	USA	4	United States			the employee.			
Company:	UNC		UNC Chepel Hill						
*Business Unit:	SCMED	4	School of Medicine						
*Department:	411601		Family Medicine						
Department Entry Date:	10/01/2013	E.							
"Location:	411001		Family Medicine						
Establishment ID:	UNCOH		UNC Chapel Hill		Date Created	01/22/2014			
Last Start Date:	07/01/1990		0.000						
Expected Job End Date:			🗏 End Job Automo	rtically					
Job Data	Employment	Data	Earnings D	siduation	Benefits Pro	ogram Earlicipation	1		

**Employment Data** - Displays information about specific, date-impacted employment data. **Earnings Distribution** - Displays earnings percentages and amounts.

**Benefits Program Participation** - Displays the employee's benefits program, based on their job.