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.

Navigating to an Employee's Job Data

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

Main Menu > **HR WorkCenter** > **Job Data**

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

Main Menu > **HR WorkCenter** > **Employee Information**

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

Main Menu > **HR WorkCenter** > **Multiple Jobs Summary**

The Job Data Page has six tabs that display information about the employee and their employment history.

Access historical employment actions and view attachments associated with the employee.

View notes associated with the employee.

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.