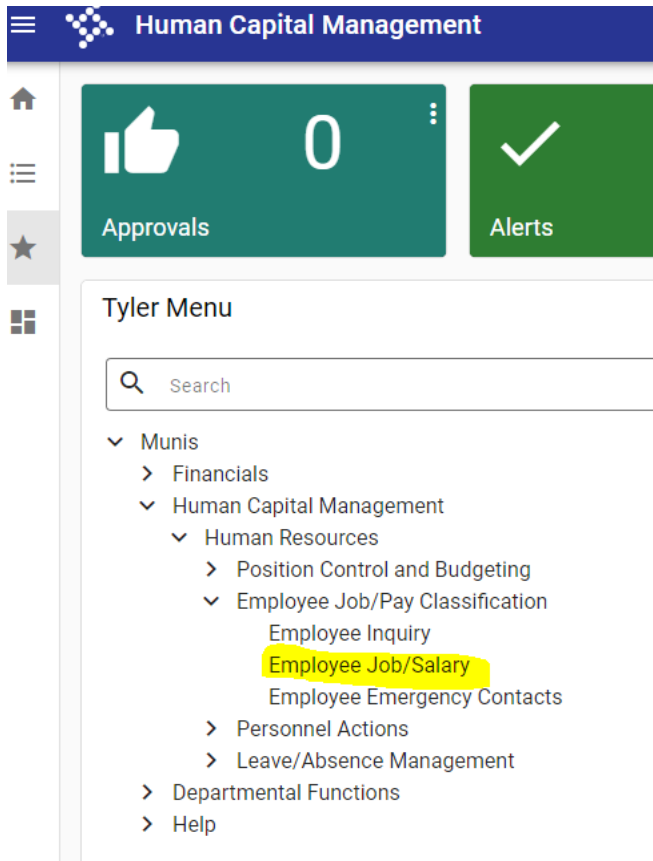# Employee Job/Salary Inquiry (*Including Labor Distribution*):
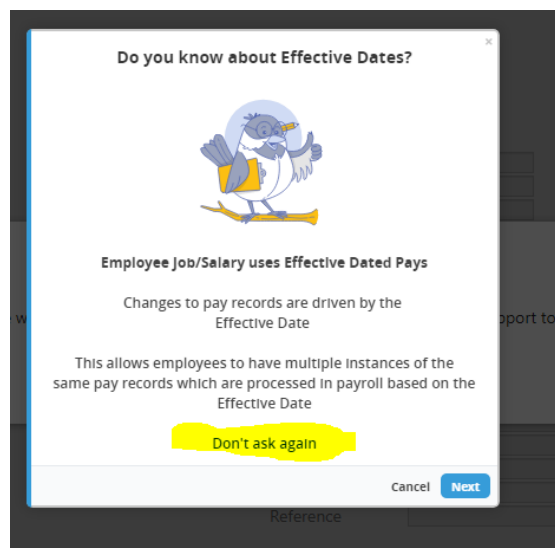
Search for Employee Job/Salary.
If you do not see this option, let HR know to add that security role for you.

Human Capital Management

Approvals	Alerts
👍 0	✔

Tyler Menu

🔍 Search

- ∨ Munis
  - \> Financials
  - ∨ Human Capital Management
    - ∨ Human Resources
      - \> Position Control and Budgeting
      - ∨ Employee Job/Pay Classification
        - Employee Inquiry
        - Employee Job/Salary
        - Employee Emergency Contacts
      - \> Personnel Actions
      - \> Leave/Absence Management
  - \> Departmental Functions
  - \> Help

Ignore this notice if it pops up.

Do you know about Effective Dates?

Employee Job/Salary uses Effective Dated Pays

Changes to pay records are driven by the
Effective Date

This allows employees to have multiple instances of the
same pay records which are processed in payroll based on the
Effective Date

Don't ask again

Cancel   Next

Reference

Click on SEARCH, you can add filters below or leave blank to capture all employees in your department.

Optional filters

Click on the Cycles/Other TAB, select BASE Pay only. Then ACCEPT at the top.

After the pays load, hit EXCEL

After the pays load, hit EXCEL
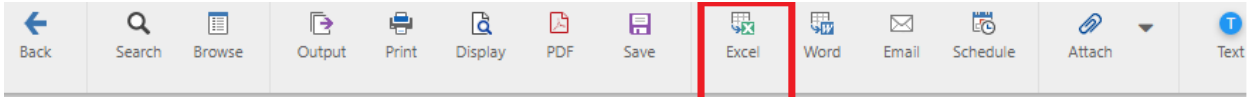
Employee Identification

Employee	Last Name	First Name	MI	Suffix	Status
...			J		A - ACTIVE

MAIN   CYCLES/OTHER   NEXT CHANGE   CIVIL SERVICE

Job Class   5114   ...   RECREATION ASSISTANT
Summary Job Class
Position *   5114001   ...   RECREATION ASSISTANT
Pay Type   103   ...   REGULAR PAY HOURLY MEDI
Effective Date *   01/02/2022   to: 12/31/9999
   ✔ Primary Job/Position

Position Start/End *   03/09/2021   /   12/31/9999

Select Export Pay Allocation Info

Sched Hours   80.00   Factor
Pay Basis   H   Remain
   Off-Step/Froz
   Pay Status

Pay Amounts

Options (Munis FourJs License ...)   ✕

Choose an option

○ Export Job/Salary Info
● Export Pay Allocation Info

   OK   Cancel

	1.0000		Recu
	28.1200		28.
	224.9600		224
	2,249.60		2,24
	58,489.60		58,4
	.00		
	58,489.60		

Grant	Amount	Hours	Percent
	562.40	20.00	25.000000
	449.92	16.00	20.000000
	224.96	8.00	10.000000
	224.96	8.00	10.000000

You can select various boxes. At a minimum to see labor distribution, select:

1. Allocation Code; 2. Org Code; 3. Object Code; 4. Allocation Percent.

Hit ACCEPT once done selecting and your Excel file should download at the bottom of your browser.

✔	Pay Type Long Description
✔	Current Effective Date
✔	Position Start Date
☐	Position End Date
☐	Personnel Status Code
✔	Personnel Status Code Description
☐	Risk Code
☐	Risk Code Description
☐	Group/Bargaining Unit Code
✔	Group/Bargaining Unit Code Description
☐	Group/Bargaining Unit Code Long Description
✔	Pay Start Date
☐	Pay End Date
☐	Grade/Rank
✔	Step/Level
✔	Pay Status Flag
☐	Calendar Code
☐	Calendar Code Description
✔	Allocation Code
☐	Allocation Code Description
✔	Project Account Type
☐	Project String
☐	Project String Description
✔	Org Code
✔	Org Code Description
✔	Object Code
✔	Object Code Description
☐	Project Code
☐	Project Code Description
✔	GL Account Type
☐	Long GL Account
☐	Long GL Account Description
✔	Location Code
☐	Location Code Description
✔	Location Code Long Description
✔	Allocation Amount
✔	Allocation Hours
✔	Allocation Percent

At a minimum, select Allocation Code; Org Code, Object Code; and Allocation Percent

Open and modify Excel as needed.

	Q	R	S	T	U	V	W	
	Step/Level	Allocation Code	Allocation Percent	Org Code	Org Code Description	Object Code	Object Code Description	Loc Des
	21	3	511401	25.000	10051401		41010		REG
	21	3	511401	20.000	10051411		41010		REG

Employee ACCRUAL Inquiry:

Search for Employee Accruals.
If you do not see this option, let HR know to add that security role for you.

Click on SEARCH, you can add filters below <u>or leave blank</u> to capture all employees in your department.

Vacation Balance/Limit Report

1. Navigate to Employee Accruals

2. Once on the Employee Accruals Screen select "Search" at the top and fill in the Location (Your Department), Type (Vacation), and Status (A-Active). Then select "Accept"

3. **You can view each employee and their balance and default limit individually on screen or you can export a list by selecting "Excel".**

Select "Excel" to export a list of all employees with their vacation balance and limit.

You can see the total number of records pulled up here.

4. **You will be taken to this screen to select what information to export. Once you have everything you need checked, select accept and an excel spreadsheet will download.**

Select the fields to export, make sure to include the **Default Limit** (their vacation max), the **Available Balance,** and the **Default Rate** (remember this is per hour).

When you have selected the relevant fields select "Accept" to get the report.

5. **Review the spreadsheet for Limits and Balances. Please make sure you do not share balance information with anyone other than the individual employee, please do not send this spreadsheet to your department.**

Last name	First name	Status	Accrual Type Desc	Accrual Table Desc	Default Limit	Available Balance	Default Rate
mployee 1	Employee A	A	VACATION	MISC 72 HR	150.0000	0.0000	0.0401
mployee 2	Employee B	A	VACATION	MISC 72 HR	198.7500	197.2860	0.0661
mployee 3	Employee A	A	VACATION	MISC 72 HR	191.2500	84.0149	0.0621
mployee 4	Employee B	A	VACATION	MISC 3X 75	320.0000	320.0000	0.0962
mployee 5	Employee A	A	VACATION	MISC 72 HR	150.0000	33.7220	0.0401
mployee 6	Employee B	A	VACATION	MISC 72 HR	150.0000	57.0404	0.0401
mployee 7	Employee A	A	VACATION	MISC 72 HR	150.0000	0.0000	0.0401
mployee 8	Employee B	A	VACATION	MISC 72 HR	195.0000	144.3225	0.0641
mployee 9	Employee A	A	VACATION	MISC 72 HR	150.0000	75.0404	0.0401
mployee 10	Employee B	A	VACATION	MISC 72 HR	187.5000	143.9527	0.0601

The "Default Limit" shows the employees accrual max.

"Available Balance" indicates the employees current balance.

"Default Rate" shows the accrual rate per hour for the employee. They can multiply this number by their regular weekly hours to determine the accrual per pay period.