PERSONAL & BENEFIT INFORMATION TIP SHEET

PERSONAL INFORMATION				
Task Description	**State Term**	**PeopleSoft Term**	**Detail Pages**	**Detail Navigation**
Address (Home, Mail, etc.)			Address History	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Address History
Date of Birth	Birthdate		Identity / Diversity	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Identity / Diversity
Gender	Sex		Personal History	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Personal History
Education - Highest Level			Personal History	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Personal History
Hire Date (Original)	EOD (State)		Identity / Diversity	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Identity / Diversity
Job Qualifications	9 & 4B's	MDC Review Quals	MDC Review Qualifications	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / MDC Review Qualifications
Marital Status	(Not in Legacy)		Personal History	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Personal History
Military Status			Personal History	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Personal History
Name			Name History	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Name History
Social Security Number	SS Number	National ID	Identity / Diversity	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data / Identity / Diversity
Search for Employee ID using SS#	SS Number	National ID	Search by National ID	Administer Workforce > Administer Workforce (GBL) > Inquire > Search by National ID
Benefits Information				
Task Description	**State Term**	**PeopleSoft Term**	**Detail Pages**	**Detail Navigation**
Benefit Balances	Sick Leave Balances	Leave Accrual Balances	Leave Accruals	Compensate Employees > Administer Base Benefits > Use > Leave Accruals
Benefit Balances	Vacation Balances	Leave Accrual Balances	Leave Accruals	Compensate Employees > Administer Base Benefits > Use > Leave Accruals
Benefits Program			Benefit Program Participation	Compensate Employees > Administer Base Benefits > Use > Benefit Program Participation
Retirement Plan Elections	PERS, OLERS, Wildlife, Judicial	Plan Types	Retirement Plans	Compensate Employees > Administer Base Benefits > Use > Retirement Plans
Savings Plans	SAST - Sooner Save, etc.	Savings Plan / Plan Type 49	Savings Plans	Compensate Employees > Administer Base Benefits > Use > Savings Plans
Sick Leave	Sick Time	Leave Plans / Plan Type 50	Leave Plans	Compensate Employees > Administer Base Benefits > Use > Leave Plans
Vacation Leave	Vacation Time	Leave Plans / Plan Type 51	Leave Plans	Compensate Employees > Administer Base Benefits > Use > Leave Plans

JOB INFORMATION TIP SHEET

JOB SUMMARY INFORMATION (INQUIRY PAGES)

Task Description	Contents	Summary Pages	Summary Navigation
Job Summary	Effective Date, Sequence, Action	General	Administer Workforce > Administer Workforce (GBL) > Inquire > Job Summary / General
	Job Code, Employee Type, Employee Status, Full/Part Time, Reg/Temp	Job Information	Administer Workforce > Administer Workforce (GBL) > Inquire > Job Summary / Job Information
	Company, DeptID, Sal Plan, Grade, Pay Group	Work Location	Administer Workforce > Administer Workforce (GBL) > Inquire > Job Summary / Work Location
	Annual, monthly, daily, and hourly pay rates	Compensation	Administer Workforce > Administer Workforce (GBL) > Inquire > Job Summary / Compensation
Multiple Jobs	Job Indicator, Empl Record, Status, Effective Date	Employee	Administer Workforce > Administer Workforce (GBL) > Inquire > Multiple Jobs / Employee
	Company, Department	Position Data	Administer Workforce > Administer Workforce (GBL) > Inquire > Multiple Jobs / Position Data
	Business Unit, Job Title, Standard Hours	Job Information	Administer Workforce > Administer Workforce (GBL) > Inquire > Multiple Jobs / Job Information

JOB DETAIL INFORMATION (JOB RECORD PAGES)

Task Description	State Term	PeopleSoft Term	Detail Pages	Detail Navigation
Agency	Agency	Company	Work Location	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Work Location
Agency	Agency	Business Unit	Work Location	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Work Location
Badge			Badge	Administer Workforce > Administer Workforce (GBL) > Use > Badge
Benefit Program			Benefits Program Participation	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Benefit Program
Cost Centers	Cost Center		MDC Job Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / MDC Job Data
Current Job Record			Job Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data
Department			Work Location	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Work Location
Earning Distribution	Calc from FAAC line		Job Earning Distribution	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Earnings Distribution
EEO Class			Job Information	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Job Information
Employee Pay Type	Salary / Hourly	Employee Type	Payroll	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Payroll
Employee Status			Work Location	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Work Location
FICA Status			Payroll	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Payroll

Task Description	State Term	PeopleSoft Term	Detail Pages	Detail Navigation
FLSA Status			Job Information	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Job Information
FTE			Job Information	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Job Information
Full / Part Time			Job Information	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Job Information
Holiday Schedule			Payroll	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Payroll
Job Classification	Merit Status	Empl Class	Job Information	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Job Information
Job Number	JFD w/level	Job Code	Job Information	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Job Information
Job Status Change	Job Status Change	Action / Reason	Work Location	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Work Location
Last Date Worked			Employment Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Employment Information
OPM PIN Number	PIN	Position Number	Work Location	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Work Location
Pay Rates	Annual, monthly, daily, and hourly	Comp Rate	Compensation	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Compensation
Pay Schedule			Payroll	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Payroll
Probation Date			Employment Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Employment Information
Regular / Temporary	Project - Reg - Temp Seasonal Student		Job Information	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Job Information
Rehire Date			Employment Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Employment Information
Return Date	Reinstatement Date	Expected Return Date	Employment Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Employment Information
Salary Level	Pay Band	Grade	Salary Plan	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Salary Plan
Salary Schedule	Salary Schedule	Salary Administration Plan	Salary Plan	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Salary Plan
Seniority Date	Agency Start Date	Company Seniority Date	Employment Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Employment Information
Service Date	Leave Accrual Date	Service Date	Employment Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Employment Information
Termination Date			Employment Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / Employment Information
Worker's Comp	WKCM Class		MDC Job Data	Administer Workforce > Administer Workforce (GBL) > Use > Job Data / MDC Job Data

POSITION INFORMATION TIP SHEET

POSITION SUMMARY INFORMATION (INQUIRY PAGES)			
Task Description	**Contents**	**Summary Pages**	**Summary Navigation**
Position Data Summary	Effective Date, Status, Status Date, Max Head Count, Budgeted Y or N	General	Develop Workforce > Manage Positions > Inquire > Position Data Summary
	Business Unit (Agency), Job Code, Dept.	Work Location	Develop Workforce > Manage Positions > Inquire > Position Data Summary
	Reg/Temp, Full/Part, Default Hr, Work Period	Payroll Info.	Develop Workforce > Manage Positions > Inquire > Position Data Summary
Vacant Budgeted Positions	Position Number (PIN), Status, Vacant Count, Max Head Count	Position Information	Develop Workforce > Manage Positions > Inquire > Vacant Budgeted Positions
	Jobcode, Salary Plan (Classified / Unclassified)	Jobcode Information	Develop Workforce > Manage Positions > Inquire > Vacant Budgeted Positions
	Company (Agency)	Work Location	Develop Workforce > Manage Positions > Inquire > Vacant Budgeted Positions

Position / PIN Information				
Task Description	**State Term**	**PeopleSoft Term**	**Detail Pages**	**Detail Navigation**
Agency	Agency	Company	Work Location	Develop Workforce > Manage Positions > Use > Position Data > Work Location
Agency	Agency	Business Unit	Work Location	Develop Workforce > Manage Positions > Use > Position Data > Work Location
Budgeted Position			Specific Information	Develop Workforce > Manage Positions > Use > Position Data > Specific Information
Classified Indicator	Classified / Unclassified		Job Information	Develop Workforce > Manage Positions > Use > Position Data > Job Information
Current Budget			Budget and Incumbents	Develop Workforce > Manage Positions > Use > Position Data > Budget and Incumbents
Current Head Count			Description	Develop Workforce > Manage Positions > Use > Position Data > Description
Department			Work Location	Develop Workforce > Manage Positions > Use > Position Data > Work Location
Effective Date			Description	Develop Workforce > Manage Positions > Use > Position Data > Description
Employee in Position			Budget and Incumbents	Develop Workforce > Manage Positions > Use > Position Data > Budget and Incumbents
Full / Part Time			Job Information	Develop Workforce > Manage Positions > Use > Position Data > Job Information
Job Code			Job Information	Develop Workforce > Manage Positions > Use > Position Data > Job Information
Job Family			Job Information	Develop Workforce > Manage Positions > Use > Position Data > Job Information

Task Description	State Term	PeopleSoft Term	Detail Pages	Detail Navigation
Job Position	PIN Number	Position Number	Description	Develop Workforce > Manage Positions > Use > Position Data > Description
Max. Head Count			Specific Information	Develop Workforce > Manage Positions > Use > Position Data > Specific Information
Position Status	Approved / Not Approved		Description	Develop Workforce > Manage Positions > Use > Position Data > Description
Reg / Temp			Job Information	Develop Workforce > Manage Positions > Use > Position Data > Job Information
Salary	Salary Schedule	Salary Plan	Job Information	Develop Workforce > Manage Positions > Use > Position Data > Job Information
Status		Active / Non Active	Description	Develop Workforce > Manage Positions > Use > Position Data > Description
Title			Description	Develop Workforce > Manage Positions > Use > Position Data > Description
Unclassified Cite Code			Job Information	Develop Workforce > Manage Positions > Use > Position Data > Job Information