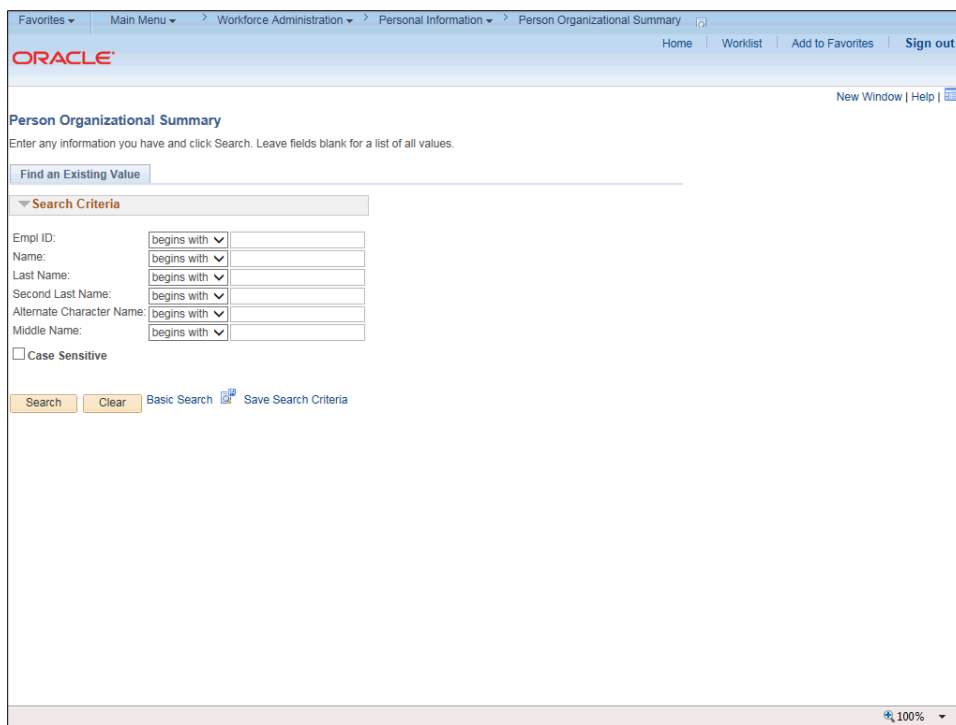


Use this task to view all current organizational relationships for a person: Employee, Contingent Worker (CWR) and/or Person of Interest (POI). This page does not display historical or future-dated employment details.

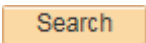
For example, you can view a summary of an employee’s current job assignments and associated details.

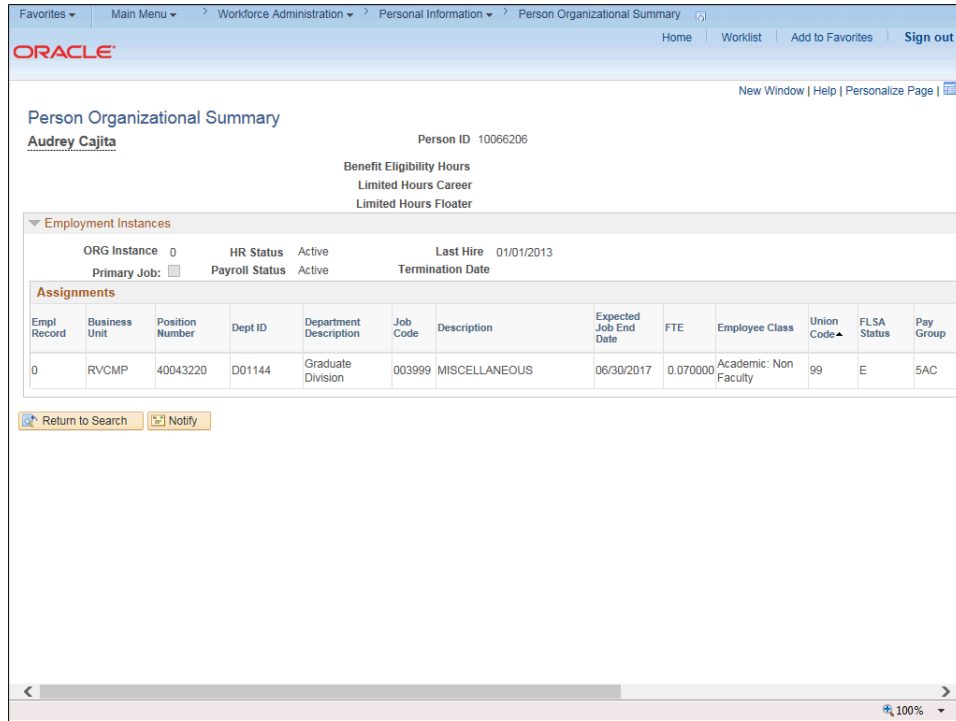
**Navigation:** PeopleSoft Menu > Workforce Administration > Personal Information > **Person Organizational Summary**

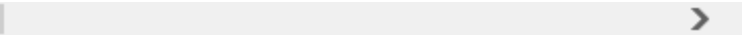
**Note:** This page also may be available in **Workcenter** depending on your security access.

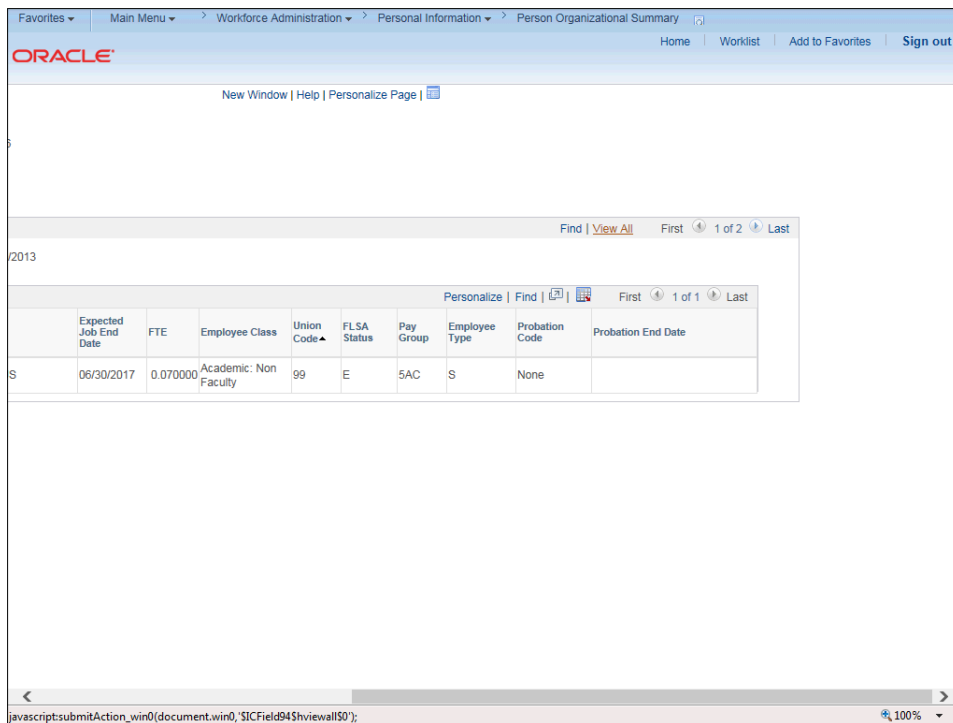



Step	Action
1.	After you navigate to the <b>Person Organizational Summary</b> page, the system displays the <b>Find an Existing Value</b> tab, which you use to search for the appropriate employee record.  Enter search criteria in one or more of the search fields on this page.
2.	The fastest way to locate the employee is to enter the employee's ID.  Click in the <b>Empl ID</b> field.
3.	Enter the employee's ID number into the <b>Empl ID</b> field.

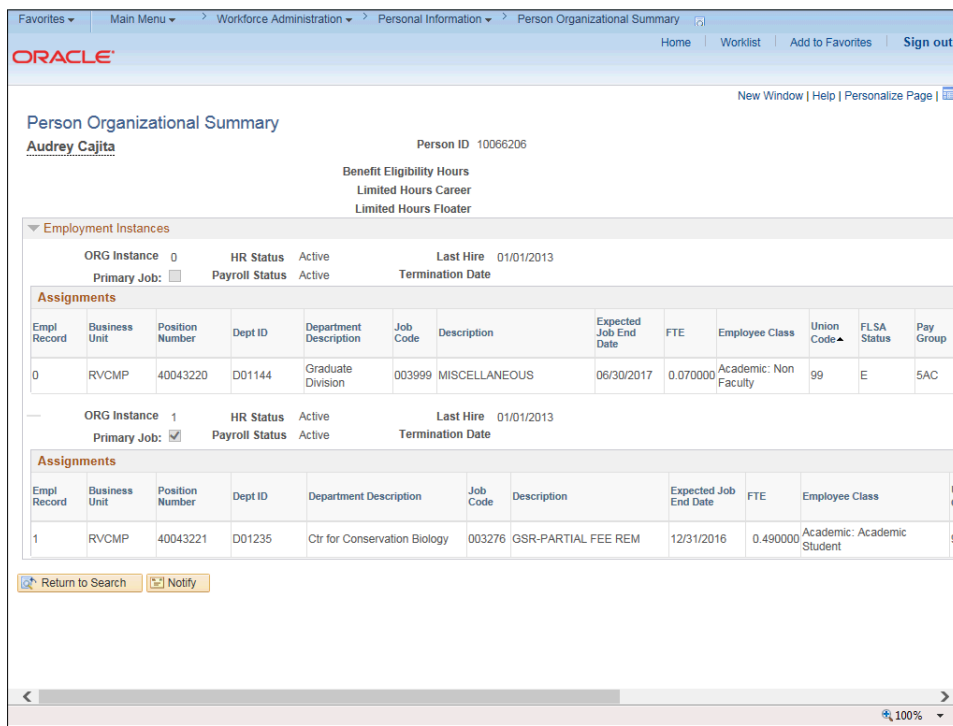
Step	Action
4.	Click the <b>Search</b> button. 

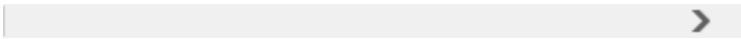


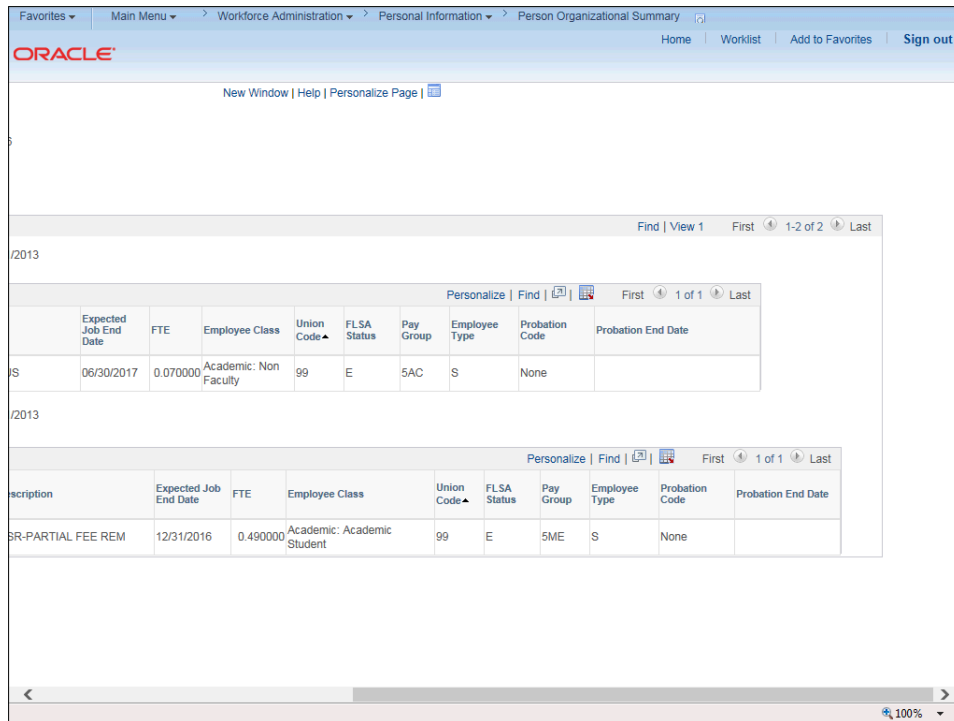
Step	Action
5.	The <b>Person Organizational Summary</b> page displays the current organizational relationships for the selected employee.  This example displays <b>Employment Instances</b> and <b>Assignments</b> for an Employee.  To display all current assignments, click the <b>View All</b> link.
6.	Click the scroll bar to display the <b>View All</b> link. 



Step	Action
7.	Click the <b>View All</b> link. 



Step	Action
8.	<p>The <b>Employment Instances</b> section displays a separate <b>Assignments</b> section for each of the employee's jobs.</p> <p>Each <b>Assignments</b> header displays the employee's <b>HR Status</b> and <b>Payroll Status</b>, his or her <b>Last Hire</b> date and, if applicable, <b>Termination Date</b>.</p>
9.	<p>If the employee has multiple assignments, one of the assignments must be indicated as the <b>Primary Job</b>.</p>
10.	<p>The <b>Assignments</b> section displays the employee's job assignment details for each <b>Empl Record</b>.</p>
11.	<p>The <b>Business Unit</b> field displays the 5-character campus/location code.</p> <p>The <b>Position Number</b> field identifies the employee's position number.</p> <p>The <b>Dept ID</b> field displays the employee's appointing department and the <b>Department Description</b>.</p>
12.	<p>The <b>Job Code</b> field displays the job code associated with the employee.</p> <p>The <b>Description</b> field displays the description of the job code.</p>
13.	<p>The <b>Expected Job End Date</b> field displays the appointment end date for this job, if applicable.</p>
14.	<p>The <b>FTE</b> field displays the full-time equivalency associated with the employee's job.</p>
15.	<p>The <b>Employee Class</b> field defines the class type to which the employee belongs.</p>
16.	<p>The <b>Union Code</b> field defaults from the position number associated with the employee.</p>
17.	<p>The <b>FLSA Status</b> indicates whether this job is exempt or non-exempt according to the Fair Labor Standards Act (FLSA). The FLSA status also helps determine benefits eligibility in Benefits Administration. The FLSA status defaults from the position number associated with this employee.</p>
18.	<p>The <b>Pay Group</b> displays the pay group to which this employee belongs.</p>
19.	<p>Click the scroll bar.</p> 



Step	Action
20.	The <b>Employee Type</b> value depends on the pay group selected.
21.	The <b>Probation Code</b> field identifies the current status of the employee's probation, if applicable.
22.	If the employee is currently on probation status, the <b>Probation End Date</b> field specifies the date the employee's probation ends.
23.	You have reviewed a summary of an employee's current organizational relationship data. <b>End of Procedure.</b>