

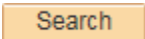
Use this task to view all current organizational relationships for a person: Employee, Contingent Worker (CWR) and/or Person of Interest (POI). This page does not display historical or future-dated employment details.

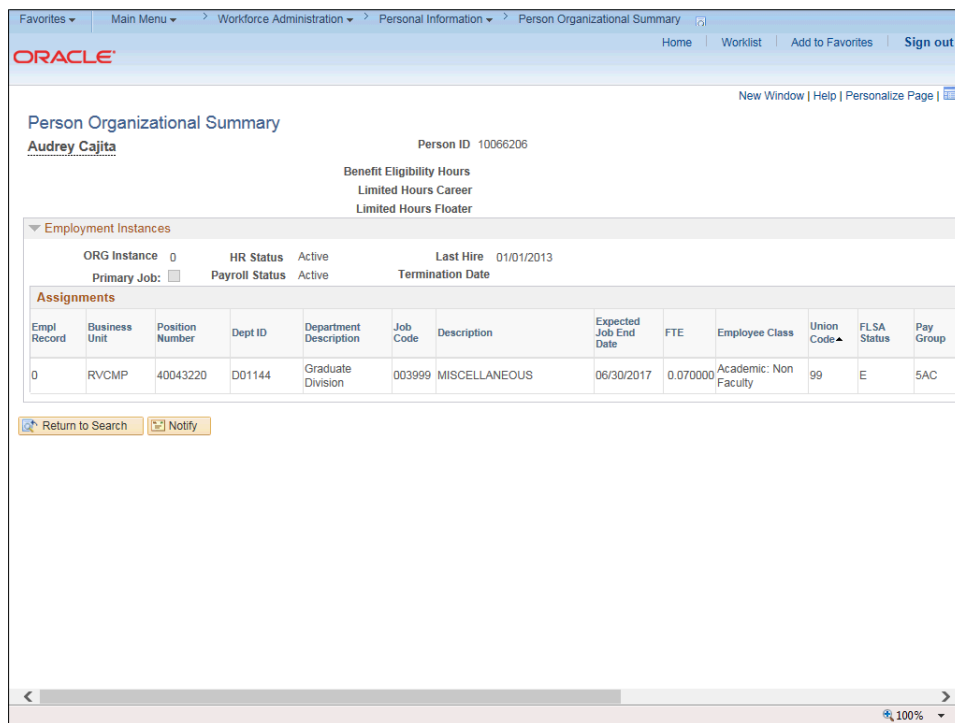
For example, you can view a summary of an employee's current job assignments and associated details.

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 Person Organizational Summary page, the system displays the Find an Existing Value 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 Empl ID field.
3.	Enter the employee's ID number into the Empl ID field.

Step	Action
4.	Click the Search button. 



Person Organizational Summary
Audrey Cajita
Person ID: 10066206
Benefit Eligibility Hours
Limited Hours Career
Limited Hours Floater

Employment Instances

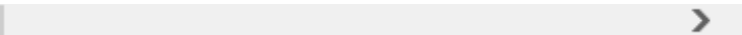
ORG Instance	HR Status	Last Hire
0	Active	01/01/2013

Primary Job: ☐ Payroll Status: Active Termination Date:

Assignments

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group
0	RVCMP	40043220	D01144	Graduate Division	003999	MISCELLANEOUS	06/30/2017	0.070000	Academic: Non Faculty	99	E	5AC

Return to Search Notify

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

Oracle Workforce Administration - Personal Information - Person Organizational Summary

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Find | [View All](#) | First | 1 of 2 | Last

Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
06/30/2017	0.070000	Academic: Non Faculty	99	E	5AC	S	None	

javascript:submitAction_win0(document.win0,'\$ICField94\$Hviewall\$0');

100%

Step	Action
7.	Click the View All link.

Oracle Workforce Administration - Personal Information - Person Organizational Summary

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Person Organizational Summary
Audrey Cajita | Person ID 10066206

Benefit Eligibility Hours
Limited Hours Career
Limited Hours Floater

Employment Instances

ORG Instance 0 | HR Status Active | Last Hire 01/01/2013
Primary Job: ☐ | Payroll Status Active | Termination Date

Assignments

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group
0	RVCMP	40043220	D01144	Graduate Division	003999	MISCELLANEOUS	06/30/2017	0.070000	Academic: Non Faculty	99	E	5AC

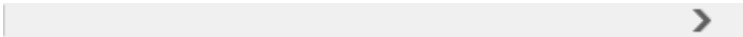
ORG Instance 1 | HR Status Active | Last Hire 01/01/2013
Primary Job: ☒ | Payroll Status Active | Termination Date

Assignments

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group
1	RVCMP	40043221	D01235	Ctr for Conservation Biology	003276	GSR-PARTIAL FEE REM	12/31/2016	0.490000	Academic: Academic Student	99		

[Return to Search](#) | [Notify](#)

100%

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

Oracle Workforce Administration - Personal Information - Person Organizational Summary

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New Window | Help | Personalize Page

Find | View 1 | First | 1-2 of 2 | Last

	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
S	06/30/2017	0.070000	Academic: Non Faculty	99	E	5AC	S	None	

Find | View 1 | First | 1 of 1 | Last

Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
SR-PARTIAL FEE REM	12/31/2016	0.490000	Academic: Academic Student	99	E	5ME	S	None	

100%

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