


# JOB DATA INFORMATION JOB AID

This job aid assists HR Professionals with HR System Admin Subcategory (SUBCAT) in several aspects of viewing and modifying a Member's Job Data record. Topics include:

- Job Data Overview
- View Member Job Data Record (page 4)
- Manually Add a Row in Job Data (page 5)
- Manually Add/Insert a Row – Correct History in Job Data (page 7)
- Manually Correct Existing Row Data – Correct History in Job Data (page 9)

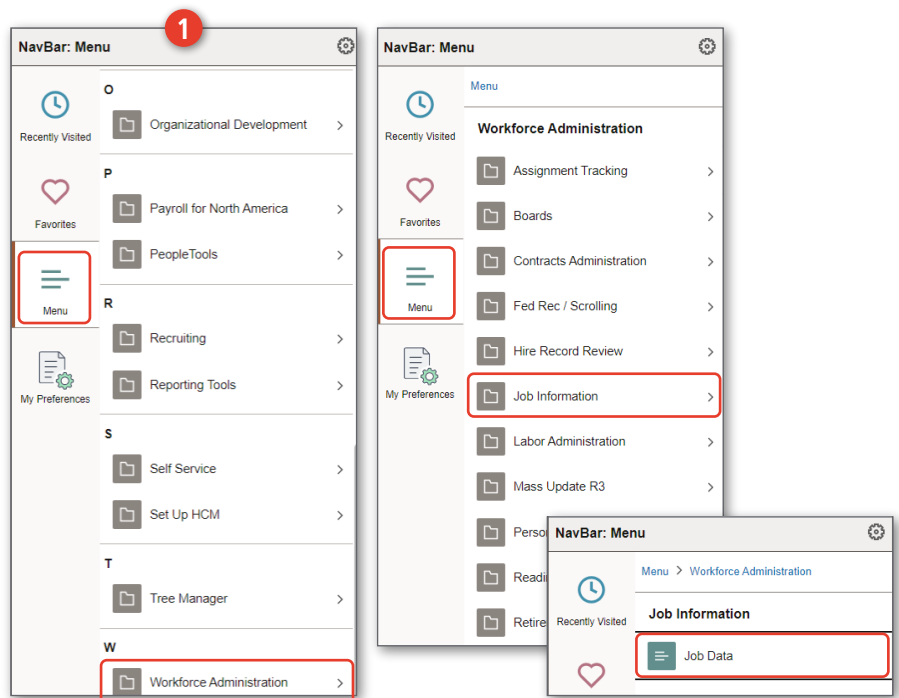
Each Member's Job Data record is part of the IPPS-A Job Data table. The Job Data table maintains each Member's Job Data information and shares data changes with Defense Joint Military Pay System (DJMS) and other HR systems using effective date sequencing. Changes made to a Member's Job Data record are often pay impacting and affect personal record integrity in other HR systems.

 *NOTE: See IPPS-A User Manual, Chapter 9 for more information*

## Job Data Overview

Job Data stores information concerning a Member's promotion, assignment history, service dates, and other critical information that encompasses a Member's career and impact pay. Six tabs make up the Job Data Record: **Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation.** Home records (permanent assignment) will update a Member's "0" record. Host records are updated from (temporary assignments) and will populate as "1", "2", "3", etc.


1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data




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**Job Data Overview CONTINUED**

2. Select Member using **Name (First and Last) or Empl ID.**
3. Select Member from Search Results.

 *NOTE: HR Professionals maintain and update the Member's Job Data record through completion of IPPS-A transactions and direct entry updates.*

 *NOTE: Members may have two types of records in Job Data: a home "0" record and a host record.*

4. Screen defaults to **Work Location** tab. **Work Location Details** contains information regarding the Member's position and organization assignment to the effective dated row. Information originates from the Member's Assignment record.


4A. Displays **Effective Date** of action-editable field.

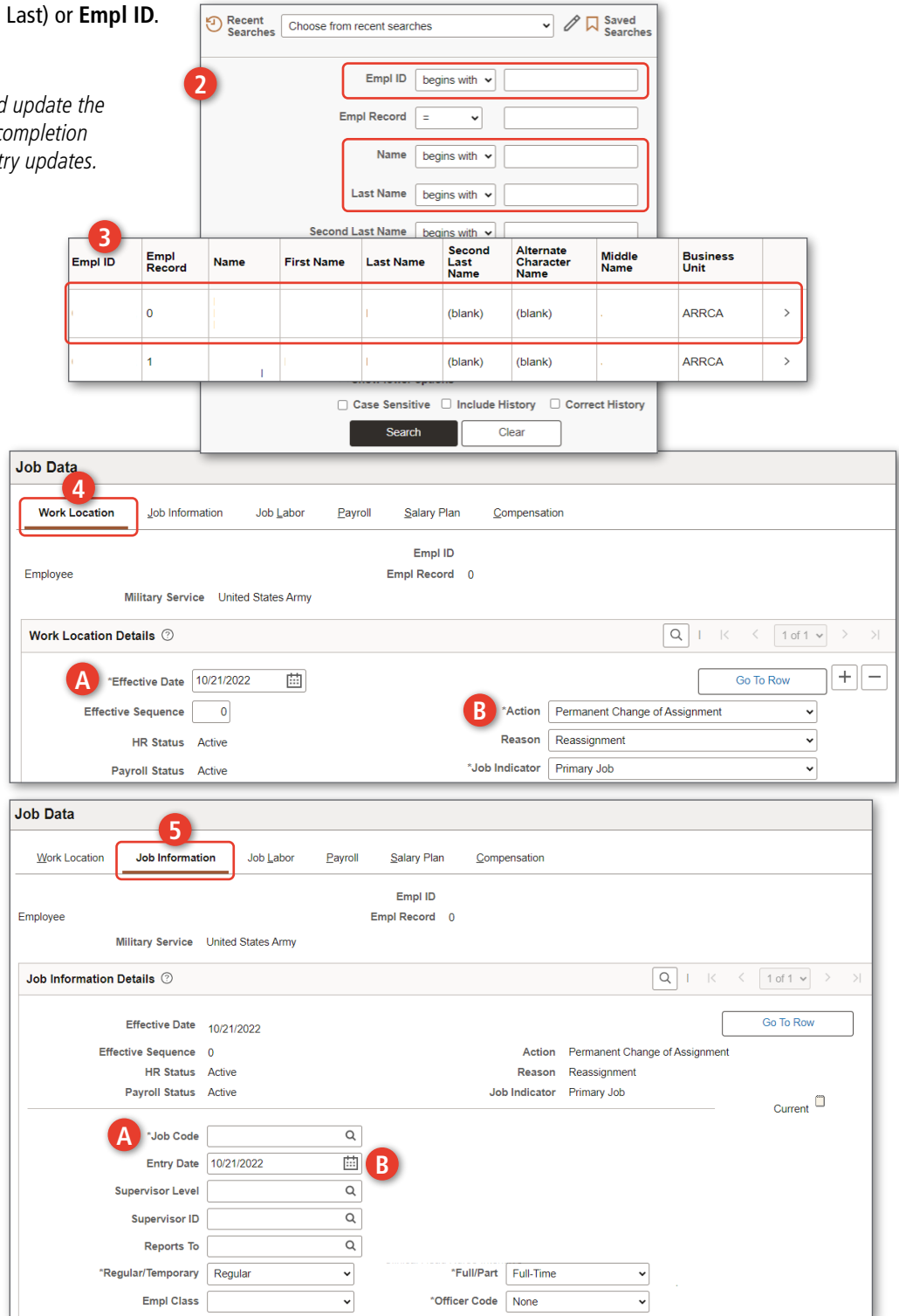
4B. Displays **Action**-editable field.

5. The **Job Information** tab contains Member's **Job Code** and **Job Code Entry Date**.

5A. Displays Member's **Job Code**.

5B. Displays Member's **Entry Date**.

 *NOTE: All other fields are not in use.*



**Job Data Search Results Table:**

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit
	0				(blank)	(blank)		ARRCA
	1				(blank)	(blank)		ARRCA

**Job Data - Work Location Details:**

- Effective Date: 10/21/2022
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Permanent Change of Assignment
- Reason: Reassignment
- Job Indicator: Primary Job

**Job Data - Job Information Details:**

- Job Code: [ ]
- Entry Date: 10/21/2022
- Supervisor Level: [ ]
- Supervisor ID: [ ]
- Reports To: [ ]
- Regular/Temporary: Regular
- Empl Class: [ ]
- Full/Part: Full-Time
- Officer Code: None

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**Job Data Overview CONTINUED**

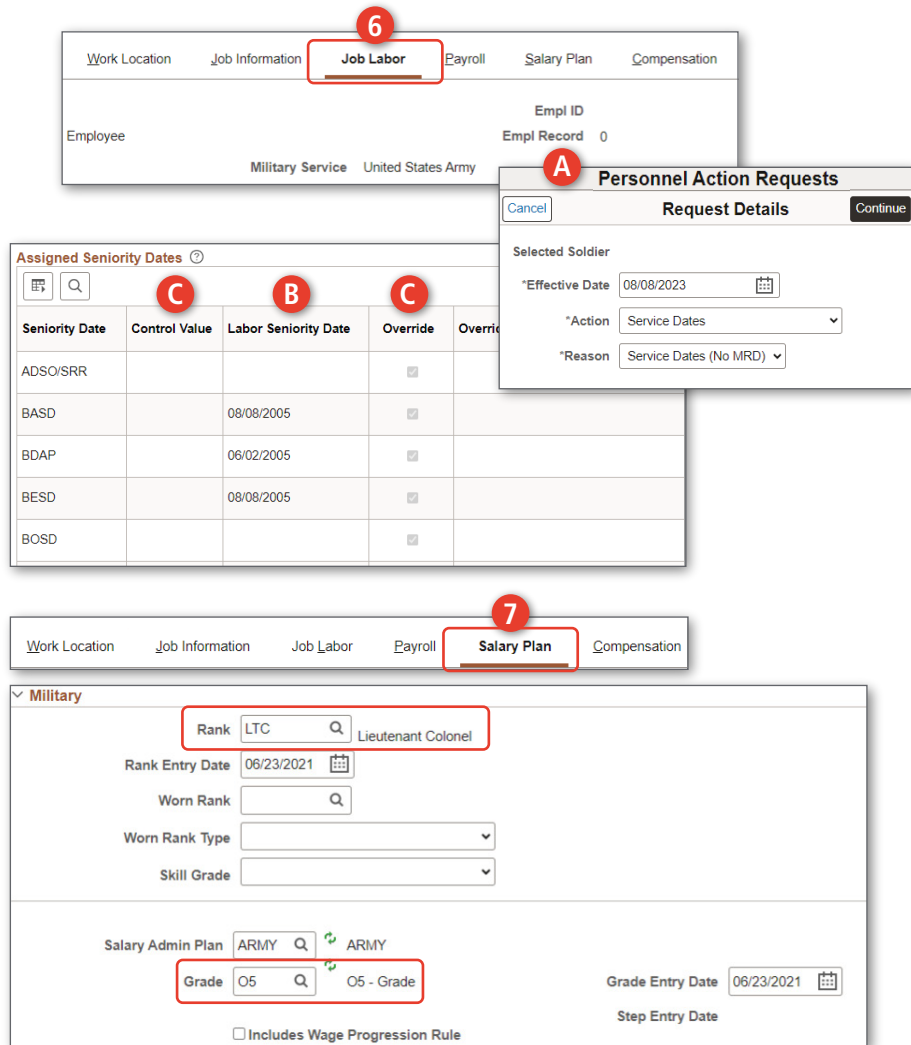
6. The **Job Labor** tab contains the Member's **Seniority Date (Service Dates)** information of the effective dated row. Scroll down to see **Assigned Seniority Dates**.

6A. User must complete a **Service Dates PAR** to update Seniority Dates.

6B. Only users with Seniority Date Subcategory (SUBCAT) may correct.

6C. **Control Value** and **Override** are Oracle Business terms and are not used within IPPS-A.

7. The **Salary Plan** tab displays the expanded Military section. This tab maintains the Member's **Rank** and **Grade**, and are Pay Impacting.



The screenshots illustrate the 'Job Labor' and 'Salary Plan' tabs in the IPPS-A system. The 'Job Labor' tab (annotated with a red '6') shows the 'Assigned Seniority Dates' table and a 'Personnel Action Requests' dialog box (annotated with a red 'A'). The 'Salary Plan' tab (annotated with a red '7') shows the 'Military' section with fields for Rank, Grade, and other details.

**Assigned Seniority Dates Table:**

Seniority Date	Control Value	Labor Seniority Date	Override	Override
ADSO/SRR			<input type="checkbox"/>	
BASD		08/08/2005	<input checked="" type="checkbox"/>	
BDAP		06/02/2005	<input checked="" type="checkbox"/>	
BESD		08/08/2005	<input checked="" type="checkbox"/>	
BOSD			<input checked="" type="checkbox"/>	

**Personnel Action Requests - Request Details:**

- Selected Soldier: [Empty]
- \*Effective Date: 08/08/2023
- \*Action: Service Dates
- \*Reason: Service Dates (No MRD)

**Salary Plan - Military Section:**

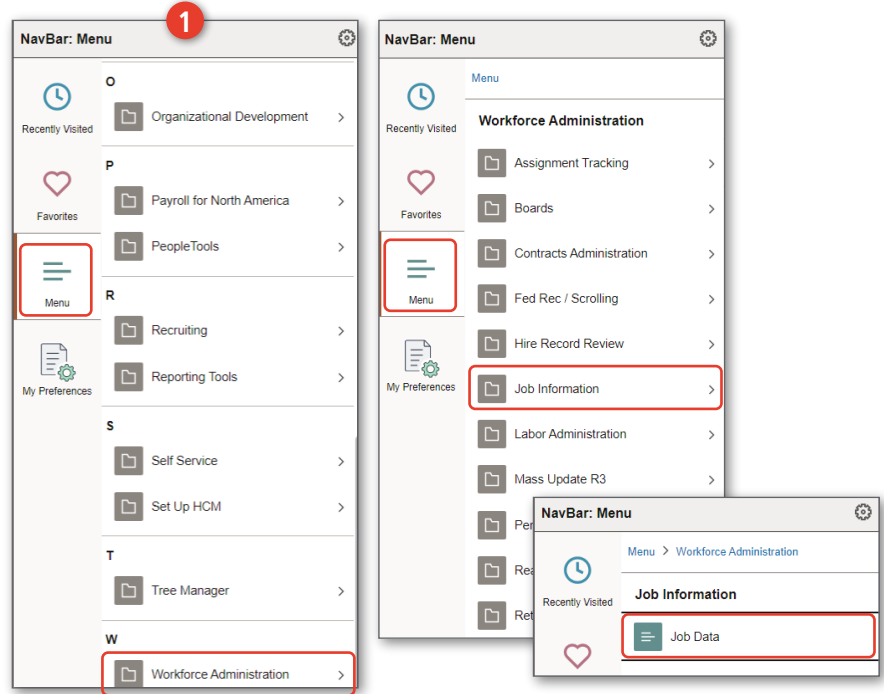
- Rank: LTC (Lieutenant Colonel)
- Rank Entry Date: 06/23/2021
- Worn Rank: [Empty]
- Worn Rank Type: [Empty]
- Skill Grade: [Empty]
- Salary Admin Plan: ARMY
- Grade: O5 (O5 - Grade)
- Grade Entry Date: 06/23/2021
- Step Entry Date: [Empty]

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## View Member Job Data Record

Viewing a Member's record is important when an HR Professional with **HR System Admin** SUBCAT needs to make corrections to a record. HR Professionals may only view the host record associated with their unit hierarchy (ROWSECCLASS).

1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data
2. Select Member using **Name** (First and Last) or **Emp ID**; Select **Include History**.
3. Select Member from Search Results.
4. Screen defaults to **Work Location** tab. View information on each tab as desired to complete the process.



**Job Data**

**Find an Existing Value**

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches  Saved Searches Choose from saved searches

Empl ID begins with

**2** Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Business Unit begins with

^ Show fewer options

Case Sensitive  Include History  Correct History

Search Clear

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit
	0				(blank)	(blank)	.	ARRCA >
	1				(blank)	(blank)	.	ARRCA >

**3**

NOTE: Members may have two types of records in Job Data: a home "0" record and a host record.

**Job Data**

**4**

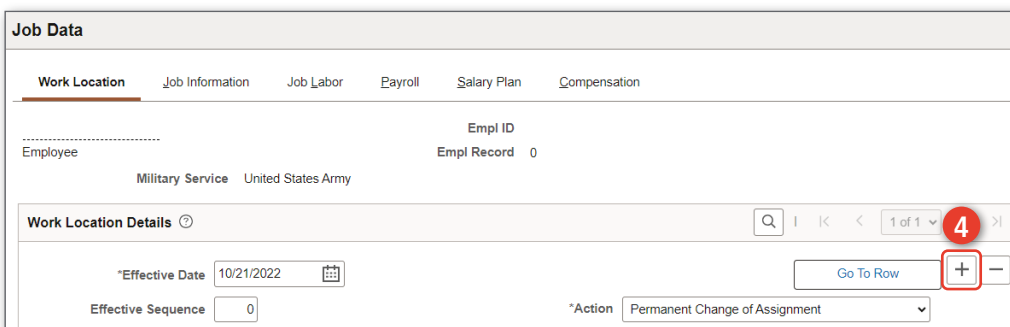
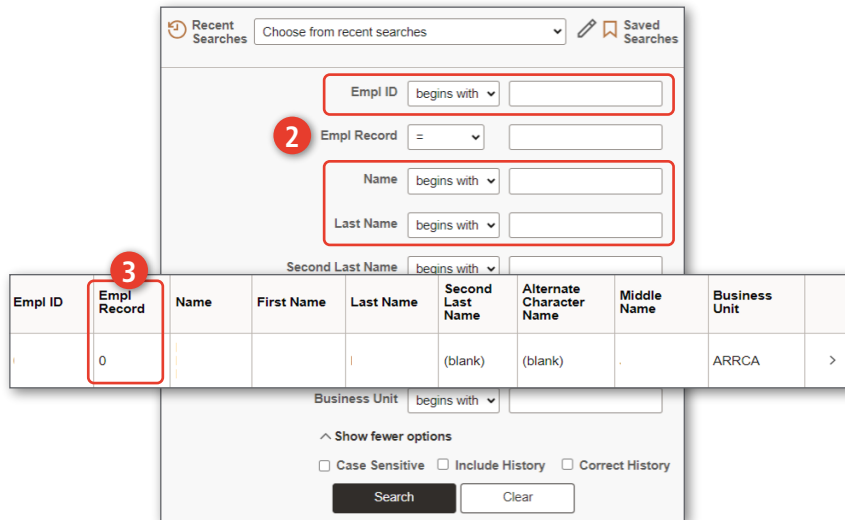
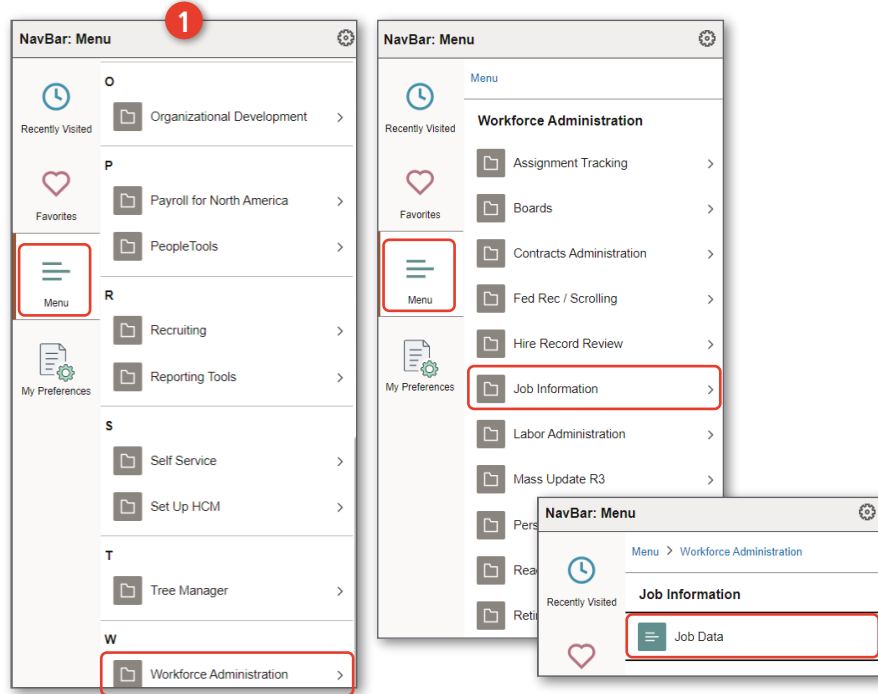
Work Location Job Information Job Labor Payroll Salary Plan Compensation

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**Manually Add a Row in Job Data**

There are system automated row additions to a Member's Job Data record, HR Professionals have the ability to manually input updates. Only HR Professionals with **HR System Admin** SUBCAT have access to make corrections to Job Data.


1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data
2. Select Member using **Name** (First and Last) or **Emp ID**.
3. Select **Empl ID** link to open Member's Job Data page ("0" record).
4. Select the **Add (+)** icon to insert a new Job Data row as row 1. The Add (+) icon is only available from the Work Location tab.




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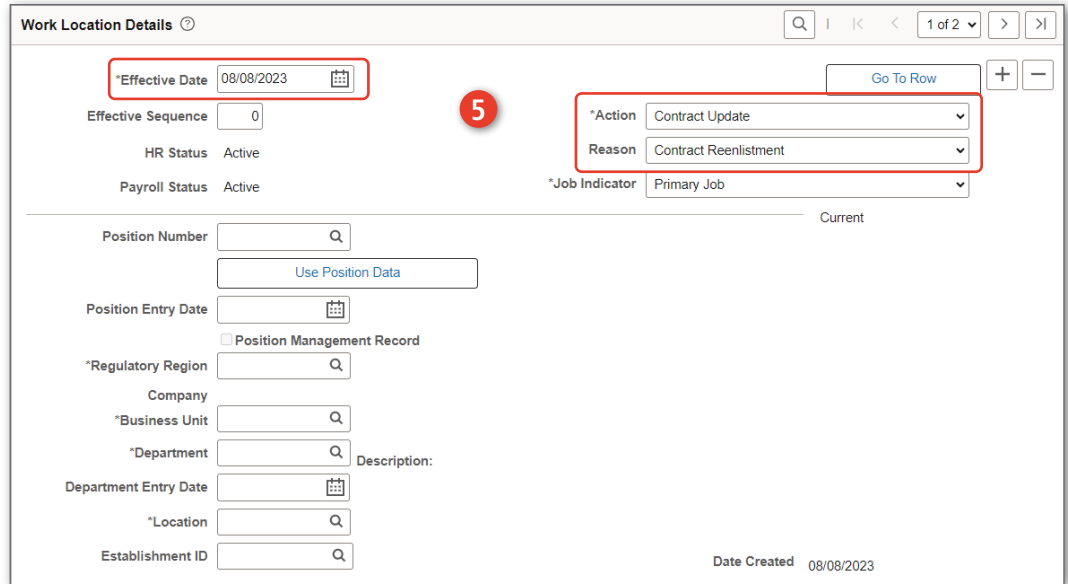
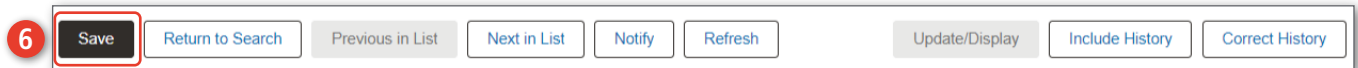
**Manually Add a Row in Job Data CONTINUED**

5. Enter appropriate **Effective Date, Action, and Reason.**

 *NOTE: Use when the new row of information Effective Date is the most recent transaction (current or top row).*

 *NOTE: When the new manually added row is the top row, the Correct History function is not required to perform the update.*

6. Select the **Save** button.

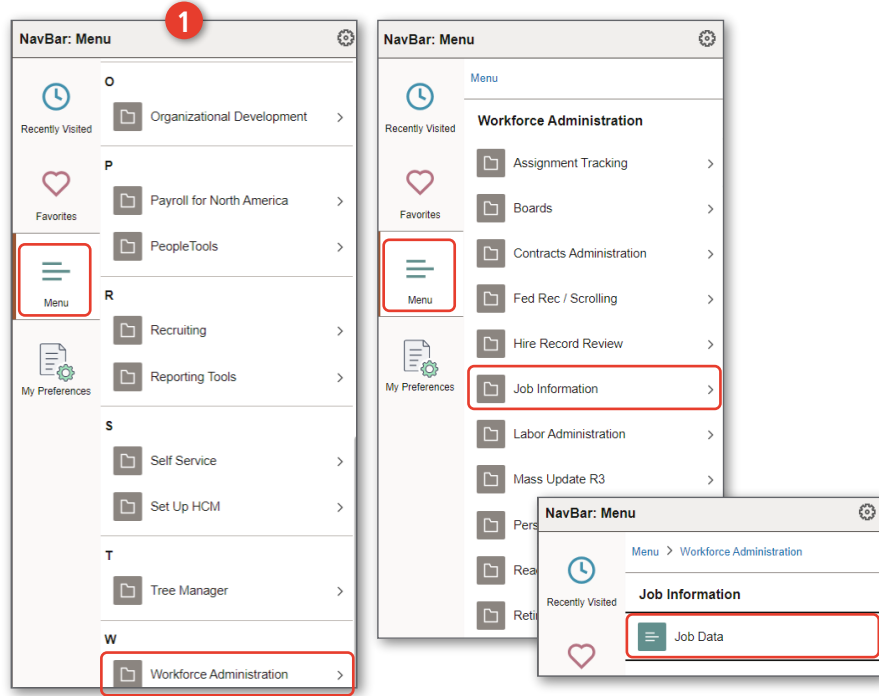




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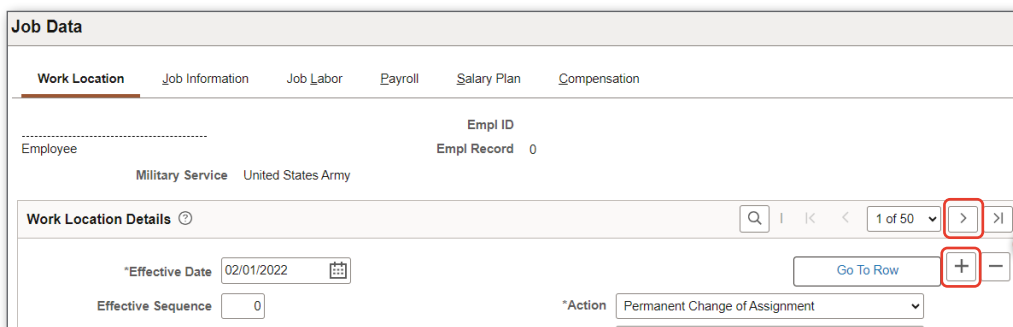
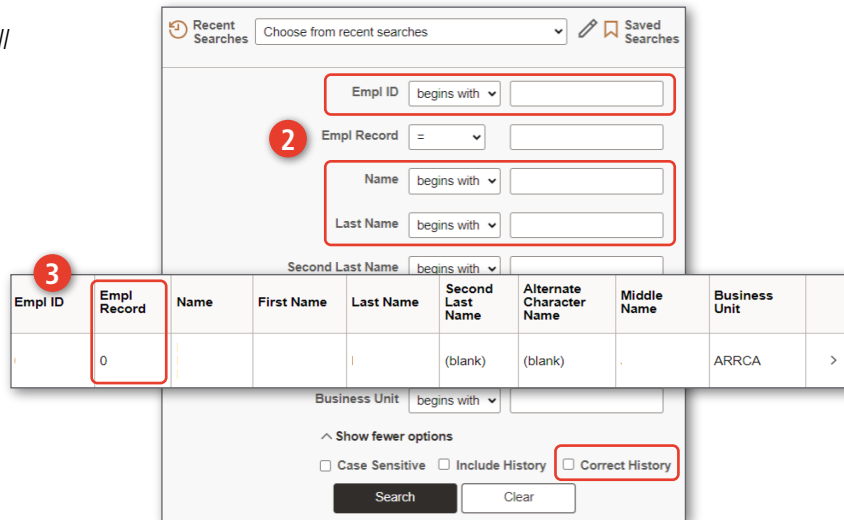
**Manually Add/Insert a Row – Correct History in Job Data**

IPPS-A will notify HR Supervisors in the affected Member's hierarchy when a HR Professional with **HR System Admin** SUBCAT performs a Job Data correction.

1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data
2. Select Member using Name (First and Last) or **Empl ID**; Select **Correct History** checkbox.
3. Select **Empl ID** link to open Member's Job Data page ("0" record).
4. Select the **Show Next Row** arrow button to locate where to insert new data row; Select the **Add (+)** icon to insert new Job Data row. The Add (+) icon is only available from the Work Location tab.




 *NOTE: Inserted row will pre-populate with information from the existing row.*




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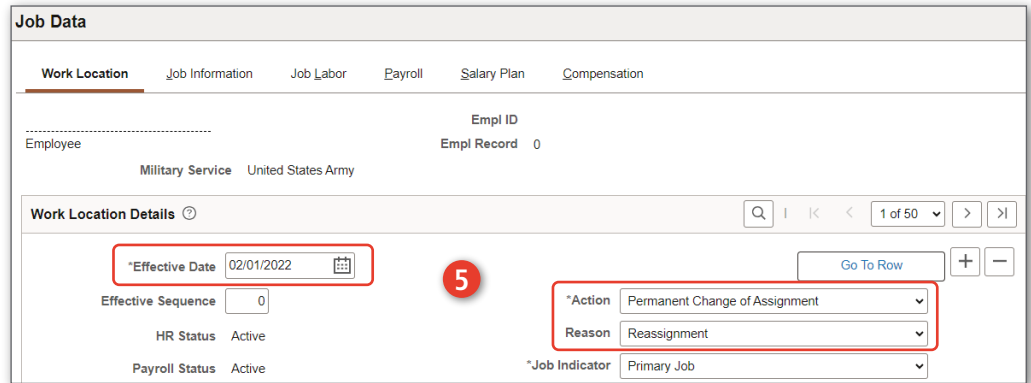
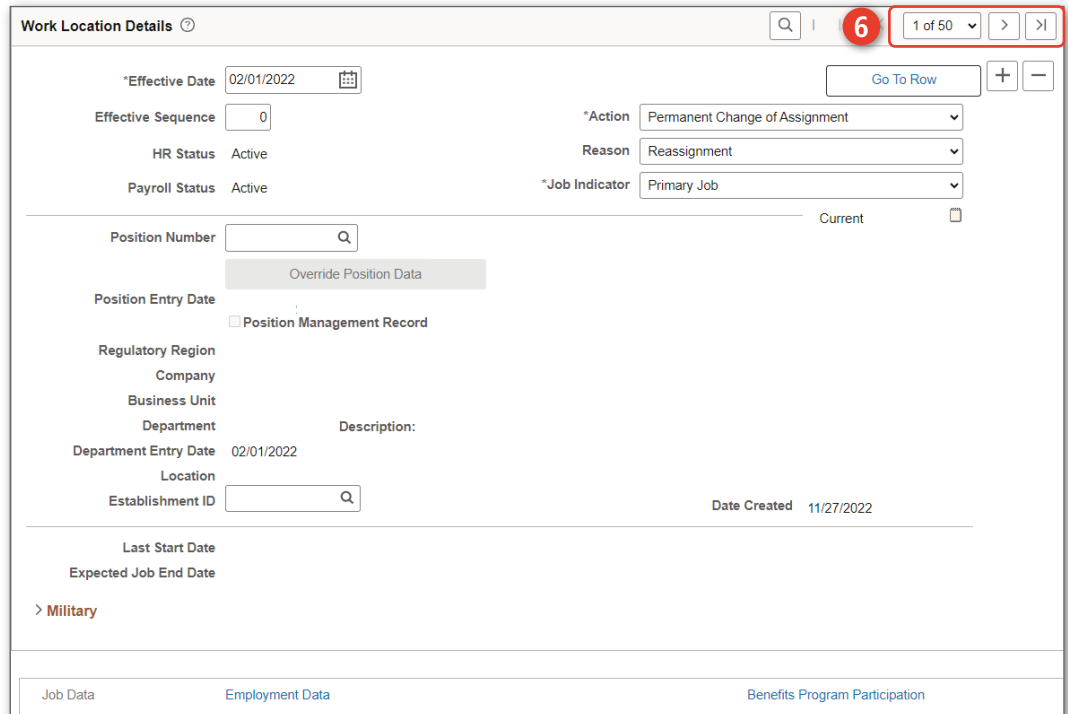
**Manually Add/Insert a Row – Correct History in Job Data CONTINUED**

5. Enter appropriate **Effective Date, Action, and Reason.**
6. Select the tab that contains the data field(s) that are required to change, then update the data.

 *NOTE: HR Supervisor Subcategory (SUBCAT) is required to update data.*

 *NOTE: All subsequent rows from 1 to x may need to be updated prior to saving updates.*

7. Select the **Save** button.

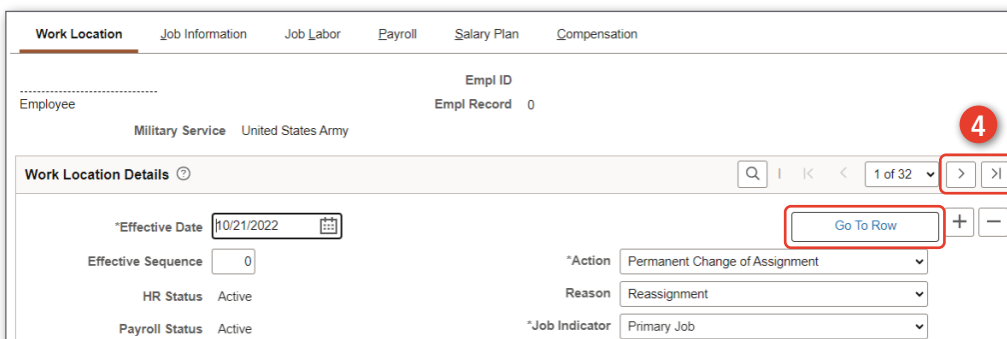
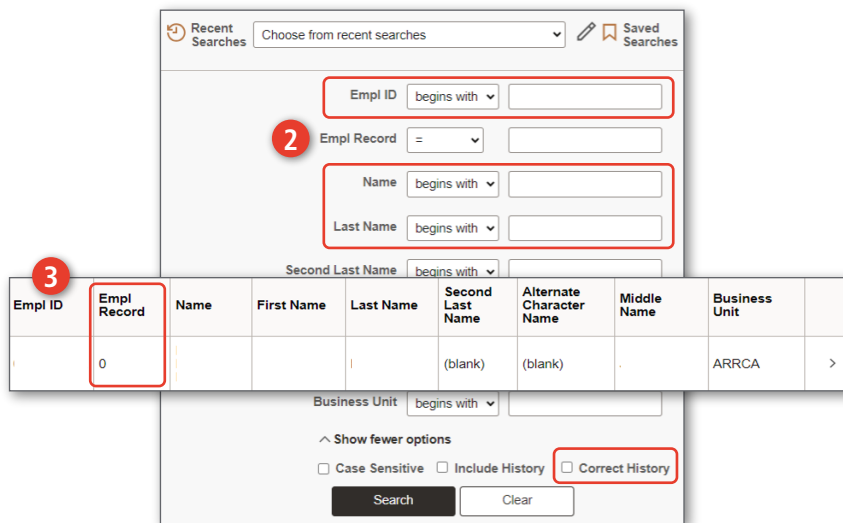
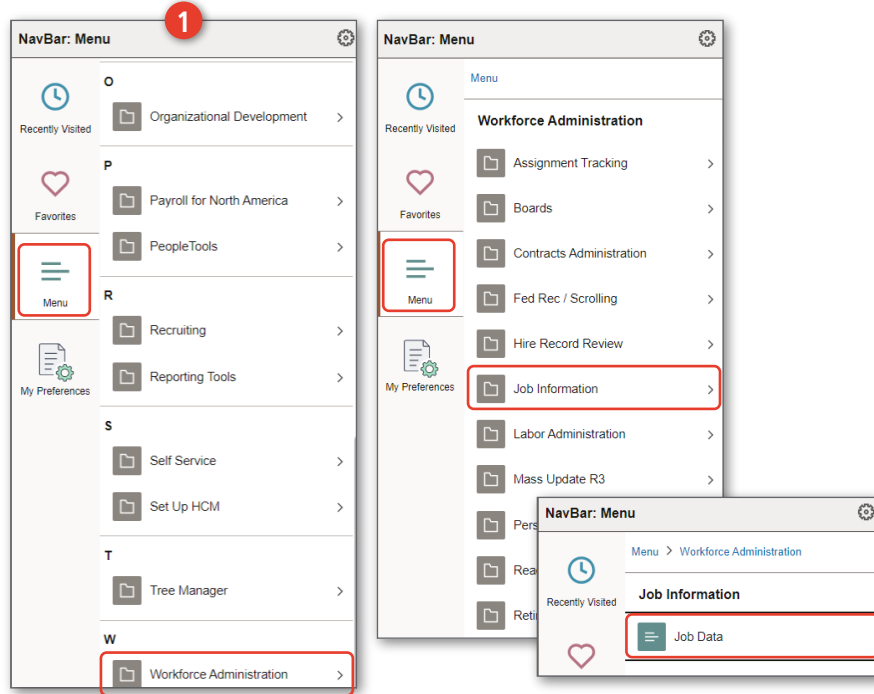

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**Manually Correct Existing Row Data – Correct History in Job Data**

In some instances, a manual entry to a Member's Job Data is required (i.e., if the effective date of the new information is in the past or a Member's Job Data requires an update to correct information).


1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data
2. Select Member using **Name** (First and Last) or **Empl ID**; Select **Correct History** checkbox.
3. Select **Empl ID** link to open Member's Job Data page ("0" record).
4. Select the **Go to Row** button or **Next/ Previous arrows** to locate and correct existing data.





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**Manually Correct Existing Row Data – Correct History in Job Data CONTINUED**

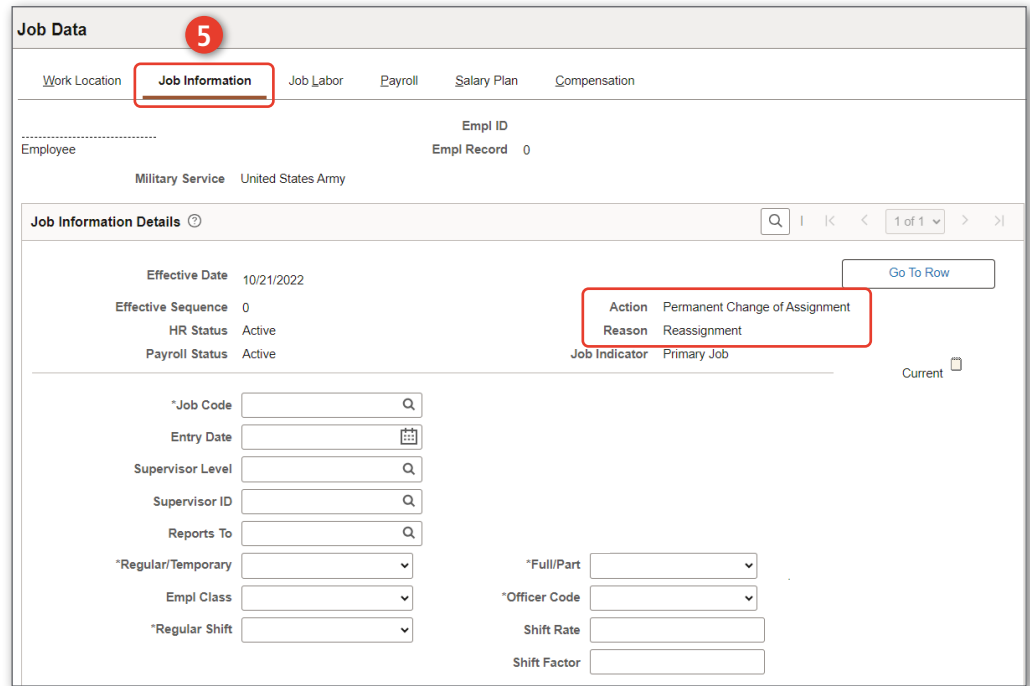
5. Select the tab that contains the data field(s) that are required to change then update the necessary data.

 *NOTE: When modifying existing information, the Correct History function is required to perform the update.*

 *NOTE: When a correction action notification is received, update a Member's "0" record in Job Data.*

 *NOTE: HR Professional must review the inserted row thoroughly to identify the data that changed.*

 *NOTE: All subsequent rows from 1 to x may need to be updated prior to saving updates.*



6. Select the **Save** button.

