

Jobs reports

FAST HR Quick Guide This quick guide describes the reports available under the FAST HR Jobs tab: **Primary Jobs**, Current Jobs, Probation End Dates and Salary Distribution. These reports are similar to those under the Positions tab but display information by person rather than position.

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For more resources, including a guide on FAST HR codes, visit www.uvic.ca/hr/fasthr.

#	Instructions	Screens	hot									
1	The Jobs tab reports display information similar to the Positions tab, but organize it by person rather than position.	Human I Filter	Positions Jo Resource Re Pr Options	_	_		View Primary Jo + More	bs information. Each	employee	should have one	e Primary J	ob. These are
	The Primary Jobs report shows the employee's permanent primary position,	Row # UVid		lame	Position	Suf	ff Job Title		Home	Home Org Desc		Begin Date
		1 V00) R	ubble, Betty	995296	00	Scholarship	os Officer	Org 35000	Office of the Dea		01/06/2007
		2 <u>V00</u>		mployee, test1		00		o, Rsrch & Commun	35000	Office of the Dea		14/01/2013
		3 <u>V00</u> Oyl, Olive			994099	00	Clerk/PB7					16/03/2015
	whereas the Current	4 <u>V00</u>	4 <u>V00</u> Bell, Tinke		998716	00	Scholarship	os/Admin Officer	35000	0 Office of the Dean		18/03/2013
	Jobs report displays the employee's current job. The report information			_		Job	Change			Sal	Sal	
2	includes the employee's title and	Assign Sa	lary Hou	rly Rate	Annual Salary	Class		Change Reason	Desc	Table	Grade	Sal Step
		233	0.21	30.66	55925.00	PS	U02	Updated Leave M	lethod	PS	6	0
		4731.71 3219.50		54.39	113561.00 FA		R01 Revised Account I		Number	· FA	ASSOC	0
	job class, as well as			42.36	77268.00	77268.00 PS		U02 Updated Leave Me		PS	13	0
	annual salary, salary	171	5.00	22.57	41160.00		U02	Updated Leave Method		51	7A	4
	grade and step.	6210.21 71.3		71.38	149045.00 FA		R01	Revised Account Number		· FA	PROF	0
	The report includes FTE	Sal Sal Sal Sal St Table Grade		Sal Step	Time Sheet / Leave Org		Time Sheet Org Desc		Dept	FTE	Last Paid Date	
		PS	PS 6 0		35000		Office of the Dean		GRAI	0 1	15-Oct	-2015
3		FA	ASSOC	0	28400		Psychology Operations		PSYC	: 1	15-0ct	-2015
-	and Last Paid Date.	PS	13	0	35000		Office of the Dean		GRA	0 1	15-0ct	-2015
		51	7A	4	35000		Office of the Dean		GRAI	0 1	15-Oct	-2015
		FA	PROF	0	27150		Biochem & Microbiology		BIOO	: 1	15-0ct	-2015
		PS	10	0	35000		Office of the	e Dean	GRA	0 1	15-0ct	-2015
	The Begin Date shown is the date the employee started in the	Home Org Desc			Begin Date End Date		Status Assign Sa		alary Hourly Rate		Annu	al Salary
_		Office of the Dean			01/06/2007		Α	2330	2330.21		5	5925.00
4					01/04/2006		A 473		1.71	54.39	11	3561.00
		Office of the Dean			14/01/2013		A 3219		9 50	42.36	7	7268.00
	current job.	office of a			/01/2015			521.		12100		

	Instructions	Screer	ishot						
	The Probationary End Dates report displays				1				
	the date the	Name 🔺		Job Begin Date	Job End Date	Position	Suffix	Probation Begin Date	Probation End Date
	probationary period	Bear, Yog	ji	01/08/2012		993767	00		
5	begins and ends for	Bear, Yog		01/08/2012	30/06/2017 12:		00		
-	each applicable	Bell, Tink		18/03/2013		998716	00	18/03/2013	17/11/2013
	employee. If a person	Boop, Be Doo, Sco		20/07/2015 01/04/2006	09/07/2016 12:	997578 999694	00 00	20/07/2015	19/10/2015
	has more than one job,	Doo, Sco		16/09/2013	30/06/2019 12:		00		
	information will appear	/							
	on more than one line.								
	To filter for upcoming								
	probationary end dates,								
	enter today's date in								
	the Probation End	Probatio	n Begin Date 🔒	Probation En	d Date 🐱				
	Date filter, and Greater			09/06/2015					
6	Than in the dropdown	Equal	\$	Greater Tha	n ᅌ				
	field, before executing								
	the report. This will								
	produce a list of all jobs						<i>a</i> c	lear Filter Options	🗲 Execute Report
	with future								
	probationary end dates.								
	The Salary								
	Distribution report								
	provides the same								
	information as is								
	provided to employees								
				-					
	on the MyPage>Pay Information tab. This	FTE	Starting Salar	y Econ	omic Progre	ession	Performa	nce New S	alary Critical Skills
	on the MyPage>Pay Information tab. This	FTE 1	Starting Salar 46,35	-		ession 1,391	Performa		alarv
	on the MyPage>Pay Information tab. This includes Starting			9				0 47	alary Skills
7	on the MyPage>Pay Information tab. This	1	46,35	9 :0		1,391		0 47 479 49	Alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary, Progression	1	46,35	9 0 15		1,391	1,1	0 41 479 49 581 54	alary Skills 7,750 9,183
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance	1 1 1	46,35 47,75 52,70	9 00 15 16		1,391	1,: 1,: 1,(0 47 479 49 581 54 097 59	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance increases.	1 1 1 1	46,35 47,75 52,70 54,28	9 0 55 16 7	543	1,391 954	1, 1, 1, 1,	0 43 479 44 581 54 597 55 535 55	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary, Progression and Performance increases. TIP: The Salary	1 1 1 1 1	46,35 47,75 52,70 54,28 50,16	99 50 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57	543	1,391 954	1,: 1,: 1,: 1,: 1,:	0 4: 479 49 581 54 597 55 535 55 384 64	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance increases. TIP: The Salary Distribution report	1 1 1 1 1 1	46,35 47,75 52,70 54,28 50,16 62,81	99 50 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57	543	1,391 954	1,: 1,: 1,: 1,: 1,:	0 4: 479 49 581 54 597 55 535 55 384 64	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance increases. TIP: The Salary Distribution report provides the same	1 1 1 1 1 1	46,35 47,75 52,70 54,28 50,16 62,81	99 50 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57	543	1,391 954	1,: 1,: 1,: 1,: 1,:	0 4: 479 49 581 54 597 55 535 55 384 64	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance increases. TIP: The Salary Distribution report provides the same information as the	1 1 1 1 1 1	46,35 47,75 52,70 54,28 50,16 62,81	99 50 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57	543	1,391 954	1,: 1,: 1,: 1,: 1,:	0 4: 479 49 581 54 597 55 535 55 384 64	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance increases. TIP: The Salary Distribution report provides the same information as the annual Salary Notices	1 1 1 1 1 1	46,35 47,75 52,70 54,28 50,16 62,81	99 50 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57	543	1,391 954	1,: 1,: 1,: 1,: 1,:	0 4: 479 49 581 54 597 55 535 55 384 64	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance increases. TIP: The Salary Distribution report provides the same information as the annual Salary Notices previously distributed	1 1 1 1 1 1	46,35 47,75 52,70 54,28 50,16 62,81	99 50 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57	543	1,391 954	1,: 1,: 1,: 1,: 1,:	0 4: 479 49 581 54 597 55 535 55 384 64	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance increases. TIP: The Salary Distribution report provides the same information as the annual Salary Notices	1 1 1 1 1 1	46,35 47,75 52,70 54,28 50,16 62,81	99 50 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57	543	1,391 954	1,: 1,: 1,: 1,: 1,:	0 4: 479 49 581 54 597 55 535 55 384 64	alary Skills 7,750
7	on the MyPage>Pay Information tab. This includes Starting Salary , Progression and Performance increases. TIP: The Salary Distribution report provides the same information as the annual Salary Notices previously distributed	1 1 1 1 1 1	46,35 47,75 52,70 54,28 50,16 62,81	99 50 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57	543	1,391 954	1,: 1,: 1,: 1,: 1,:	0 4: 479 49 581 54 597 55 535 55 384 64	alary Skills 7,750