

JOB DATA CHANGE

Purpose: Ensure accuracy of employee data, save time, and prevent input errors.

Steps:

- 1) Enter employee ID into Search Page on Job Data – locate employee ID in Job Summary Page OR use FAES college personnel database.
(REPORTS CAN BE PROVIDED BY DEPARTMENT HRP)
- 2) Verify in Job Data Record for accuracy:
 - a. Employee ID
 - b. Employee Name
 - c. Department ID
 - d. Employee Record #
- 3) Proceed with change as appropriate.