

View your Employee Profile & Job History

Overview

The following instructions step you through how to view your Employee Profile and your Job History.

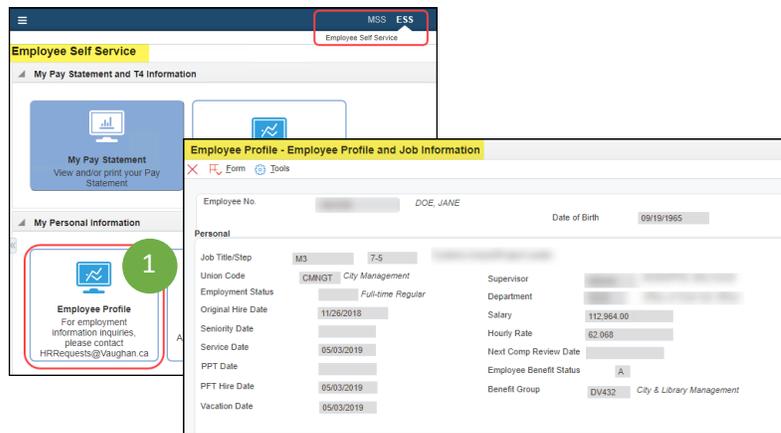
- ➔ Your Employee Profile is where information like your Job Title, Hire Date and Hourly Rate is stored.
- ➔ The Job History Window displays your job progression and step increases.
- ➔ This information is only available to you and to your People Leader.



You must sign in to JDE before you can view your Employee Profile.
Please refer to the **JDE: How to Sign In & Sign Out** job aid for instructions.

View your Employee Profile

1. From the Employee Self-Service page, click Employee Profile.
- ➔ The Employee Profile and Job Information window opens.



Field	Note
Job title/step	Your Job Title and Step NOTE: For Recreation and Fire, this is your primary Job Title/Step.
Union Code	Used to define union agreements and linked to Job Title. For non-union employees, this field will be either City Part-time, Library Part-time, City Management, or Library Management.
Original Hire Date	Date you started
Seniority Date	For union employees only, based on the collective agreement.
Service Date	Used in the Recognition Program.
PPT Date	Date you became permanent part-time (if applicable)
PFT Hire Date	Date you became permanent full-time (if applicable)
Vacation Date	City Permanent Full-time: Vacation anniversary date City Permanent Part-time: Currently not available in JDE Library Management and non-union Library employees: January 1 Library Union staff (Full-time and Part-time): Continuous Service Date Fire: Based on collective agreement

	Recreation non-union part-time: Currently not available in JDE time:
Supervisor	Your immediate People Leader. NOTE: For Recreation & Fire, this is your primary people leader. Future releases of JDE will allow for multiple people leaders.
Salary	Available for City Full-time (union and non-union), Library Management Full-time, Library Full-time (union) and Fire Full-time
Hourly	Your hourly rate
Next Comp Review Date	Only available for union employees who are eligible to progress through the salary schedule.
Employee Benefit Status	A = Active N = No Benefits
Benefit Group	Populated according to your benefit plan. Blank if you are not eligible for benefits.

View your Job History

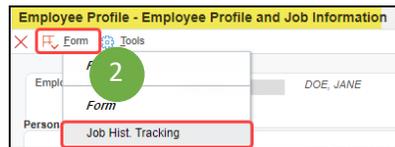
- From the Employee Profile and Job Information window, click Form, then Job Hist. Tracking.

➔ The Job History Window opens.



You can filter out redundant lines by changing the Query.

- Click the dropdown next to Query, select VGN0002.



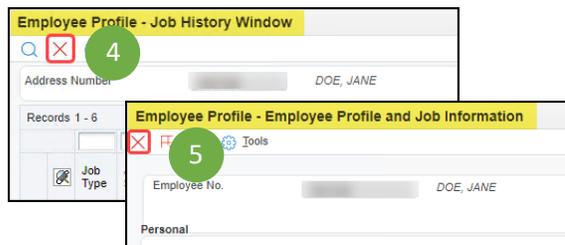
Job Type	Job Step	Job Description	Home Business Unit	Union Code	Effective Date	Change Reason	Supervisor	Pay Start Date	Pay Stop Date	Hourly Rate	Emp St	Pay Class	Next Review Date	Review Type
HD	7-5		050055	CHNGT	05/12/2022	040	Supervisor updated	600444	11/26/2018	62,068	S			A
HD	7-5		050055	CHNGT	04/12/2022	040	Supervisor updated	550221	11/26/2018	62,068	S			A
HD	7-5		050055	CHNGT	01/12/2022	031	Economic Increase	600444	11/26/2018	62,068	S			A
HD	7-5		050055	CHNGT	11/12/2021	051	Step Increase - Non-Union	600444	11/26/2018	61,001	S			A
HD	7-4		050055	CHNGT	01/12/2021	031	Economic Increase	600444	11/26/2018	58,500	S		11/03/2021	S
HD	7-4		050055	CHNGT	11/12/2020	051	Step Increase - Non-Union	600444	11/26/2018	57,900	S			A
HD	7-3		050055	CHNGT	01/12/2020	031	Economic Increase	600444	11/26/2018	55,594	S		11/03/2020	A
HD	7-3		050055	CHNGT	11/12/2019	057	Range Adjustment	600444	11/26/2018	54,609	S		11/03/2020	A
HD	7-3		050055	CHNGT	05/03/2019	001	New Hire	600444	11/26/2018	62,068	S			A
HD	7-2		050055	CHNGT	09/02/2019	030	Hired Full Time	600444	11/26/2018	62,236	S		11/03/2019	S

- ➔ Only relevant lines display in the grid.

Job Type	Job Step	Job Description	Home Business Unit	Union Code	Effective Date	Change Reason	Supervisor	Pay Start Date	Pay Stop Date	Hourly Rate	Emp St	Pay Class	Next Review Date	Review Type
HD	7-5		050055	CHNGT	11/03/2021	051	Step Increase - Non-Union	600444	11/26/2018	61,001	S			A
HD	7-4		050055	CHNGT	11/12/2020	051	Step Increase - Non-Union	600444	11/26/2018	57,900	S		11/03/2021	S
HD	7-3		050055	CHNGT	11/12/2019	007	Range Adjustment	600444	11/26/2018	54,609	S		11/03/2020	A
HD	7-5		050055	CHNGT	05/03/2019	001	New Hire	600444	11/26/2018	62,068	S			A
HD	7-2		050055	CHNGT	09/02/2019	030	Hired Full Time	600444	11/26/2018	62,236	S		11/03/2019	S
HD	72P+		050055	COOH	11/26/2018	001	New Hire	600444	11/26/2018	62,813	S	H		

- Click Cancel on the Job History Window.
- Click Cancel on the Employee Profile and Job Information window.

➔ The E1 Employee Self Service page re-displays.



Always Sign Out of JDE when you are finished.

Always Log Off the computer if you are using a kiosk or shared workspace.