











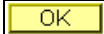
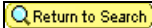


## Job Summary Inquire Page

1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Administer Workforce (USF)</b> link. 
3.	Click the <b>Inquire</b> link. 
4.	Click the <b>Job Summary</b> link. 
5.	Click in the field by which you want to search. 
6.	Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. <b>"Winter"</b> .
7.	Click the <b>Search</b> button. 
8.	Select the desired entry to display the <b>Job Summary</b> page.
9.	Click the <b>Job Information</b> tab to view the <b>Job Information</b> page. 
10.	Click the <b>Work Location</b> tab to view the <b>Work Location</b> page. 
11.	Click the <b>Compensation</b> tab to view the <b>Compensation</b> page. 
12.	Click the <b>Component</b> link to display additional information regarding compensation. 
13.	Click the <b>Details</b> link to show the <b>Changes</b> page of the <b>Pay Components</b> page group. 
14.	Click the <b>OK</b> button. 
15.	Click the <b>OK</b> button. 
16.	Click the <b>Return to Search</b> button. 
17.	Continue to search for additional information, if necessary. <b>End of Procedure.</b>