

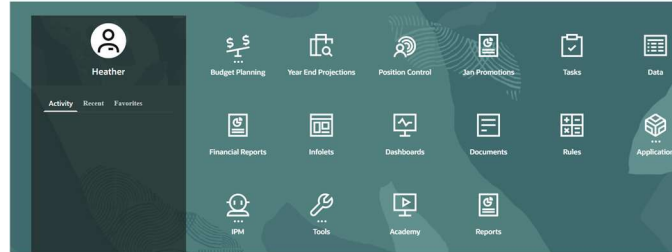
Quick Reference Guide: How to Review Employee Additional Information in EPM



Reviewing Employee Additional Information in EPM.

Step-by-Step:

Start on EPM Home Page.



Click on Financial Reports.



This may be titled Summary Forms

Choose Employee Info.



This is the Employee Additional Information page.



To change the Cost Center, click the hyperlink under Cost Center.



Click the Arrow next to Cost Center.



Quick Reference Guide:

How to Review Employee Additional Information in EPM

Click the box next to the correct Cost Center.

Cost Center

- Training CostCenter
 - 811100-BON TEMP
 - 911100-PURPLE GREEN GOLD

Click Ok.



Review Information.




Tulane Employee ID	Job ID	Job Description	Assignment Number	Original Hire Date	Latest Hire Date	Current Position Start Date	Actual Termination Date	User Person Type
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Review Information.

Employee Category	Working Hours	WFP Salary Or Hourly	Email ID	Pay Basis Name	Pay Basis	Assignment Status	Supervisor ID	Home Cost Center Description
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Search for a particular employee if applicable.

Find   

Search for a particular employee if applicable by clicking on the blue hyperlink under Employees.

Employees
[Training Employee](#)

Enter the employee name.



Click in the box next to their name.

899998-Muse, Cheryl Employee > WFP Total Empl...

Click Ok.

Quick Reference Guide:
How to Review Employee
Additional Information in EPM



Search by Position
Number by clicking the
blue hyperlink under
Positions.

Positions
Total Positions

Enter the position
number.



Click in the box next to
the position.

811101-Adjunct Lecturer

Position > Total Positions > ...

Click Ok.