UNIVERSITY OF ILLINOIS
CHICAGO · SPRINGFIELD · URBANA-CHAMPAIGN

Employee Summary View Form
(NZIESUM)

Use this form to view employee information.

1. Type **NZIESUM** in the **Go To** field and press the ENTER key.
2. If necessary, type the employee's ID in the **ID** field
   -OR-
   click the **Search** button to locate and display the desired employee ID.

NOTE: The **Key** block area of the form displays the employee's current identification.

3. In the **Query Date** field, type the date to be used as the starting point for selecting records. Only jobs that are not terminated as of the query date are displayed.

NOTE: The **Query Date** field displays all job records from that date *forward.*

4. Select the **Show Future Jobs** check box to display jobs that begin after the query date

NOTE: If the **Query Date** field has yesterday's date **and** the **Show Future Jobs** check box is selected, old and future jobs display. If the **Show Future Jobs** check box is not selected, then only jobs with a start date prior to today's date display.

5. Click the **Next Block** button or press the CTRL+PAGE DOWN keys to advance to the *Summary View* block.

NOTE: Use the horizontal and vertical scroll bars to see additional fields not visible.

6. Review the employee's information.
7. Review additional employee information by selecting additional blocks from the **Options** menu.
8. Click the **Exit** button to return to the main menu.