



pmissetup_step1

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1. Review or update job codes.

[Human Resources > Tables > Job/Contract > Job Codes](#)

Before beginning this process, consider the existing job codes in the current year payroll. It is very important that no changes are made to the job codes that are already assigned to employees in the current year; however, you can add new job codes to the table.

For LEAs that accrue, each job code can only tie to one accrual code. You may need to perform some maintenance to ensure a clean start. For example, if you have a job code set up for a teacher and there are employees who work 187 work days and 197 work days tied to that job code, a new job code should be added so that an accrual code exists for both sets of employees. Do not make changes to existing job codes that are tied to employees, any changes should be made to the position.

If the LEA expenses workers' compensation, it is important to set up those codes on the job code table. If workers' compensation codes are not established, expensing will not occur for that position. For each position, the workers' compensation code is retrieved from the job code.