



pmissetup_step1

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Human Resources > Tables > Job/Contract > Job Codes

Before beginning this process, consider the existing job codes in the current year payroll. It is important that there are no changes made to the existing 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 maintenance to ensure a good starting point. For example, if a job code is set up for a teacher, and you have employees with 187 work days and employees with 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, 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.

Image

The screenshot shows a software interface for managing Job Codes. At the top, there is a 'Save' button and a 'SessionTimer: 239 min and 24 sec' indicator. Below that are tabs for 'Job Codes', 'Contract Class', 'Contract Term', 'Contract Year', 'Extract ID', and 'Termination Reason'. There are also 'Retrieve' and 'Print' buttons. The main area contains a table with the following columns: Delete, Job Code, Job Description, EEOC Code, Account Code, Salary Concept, Increase Pay Step, and FSP Salary Class Code. The table lists various job codes such as 0000 (SUBSTITUTE TEACHER), 0020 (HOURLY HOLIDAY PAY), 0100 (SUPERINTENDENT), 0101 (INTERIM SUPERINTENDENT), 0113 (ASSISTANT SUPERINTENDENT), 0115 (BUSINESS MANAGER), 0116 (CURRICULUM DIRECTOR), 0120 (ADMINISTRATIVE ASST.), 0121 (DIRECTOR SPECIAL PROGRAM), 0122 (DIRECTOR, FOOD SERVICES), 0125 (DIRECTOR, SPECIAL EDUCATION), 0128 (FACILITATOR/DAEP), 0129 (ADMIN COM ED & ATT), 0130 (OCS/DAEP TCHR), 0133 (SUPERVISOR, VOC EDUCATION), 0134 (SUPERVISOR ST HOSP), 0135 (PEPI COORDINATOR), 0136 (PEPI SECRETARY), 0137 (PEPI CASE WORKER), 0138 (SPP COORDINATOR), and 0139 (SECRETARY). Each row includes a delete icon, a job code, a job description, an EEOC code, an account code, a salary concept, a checkbox for 'Increase Pay Step', and an FSP salary class code.

Delete	Job Code	Job Description	EEOC Code	Account Code	Salary Concept	Increase Pay Step	FSP Salary Class Code
	0000	SUBSTITUTE TEACHER		.. . - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0020	HOURLY HOLIDAY PAY	16 Service workers	199-51-6129.00-999-8-99-0-C	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	
	0100	SUPERINTENDENT	01 Official, admin, mgr	.. . - - - - -	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	A Administrator
	0101	INTERIM SUPERINTENDENT	01 Official, admin, mgr	XXX>XX>XXXX>XX>XX>X>XX>X>	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	
	0113	ASSISTANT SUPERINTENDENT	01 Official, admin, mgr	.. . - - - - -	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	A Administrator
	0115	BUSINESS MANAGER	01 Official, admin, mgr	.. . - - - - -	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	
	0116	CURRICULUM DIRECTOR	01 Official, admin, mgr	.. . - - - - -	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	A Administrator
	0120	ADMINISTRATIVE ASST.	01 Official, admin, mgr	XXX>XX>XXXX>XX>XX>X>XX>X>	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	
	0121	DIRECTOR SPECIAL PROGRAM	01 Official, admin, mgr	XXX>XX>XXXX>XX>XX>X>XX>X>	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	
	0122	DIRECTOR, FOOD SERVICES	16 Service workers	.. . - - - - -	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	
	0125	DIRECTOR, SPECIAL EDUCATION		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0128	FACILITATOR/DAEP		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	T Class teacher
	0129	ADMIN COM ED & ATT		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0130	OCS/DAEP TCHR	07 Other classrm teach	XXX>XX>XXXX>XX>XX>X>XX>X>	A Use annual salary table	<input checked="" type="checkbox"/>	
	0133	SUPERVISOR, VOC EDUCATION		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0134	SUPERVISOR ST HOSP		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0135	PEPI COORDINATOR		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0136	PEPI SECRETARY		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0137	PEPI CASE WORKER		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0138	SPP COORDINATOR		.. . - - - - -	A Use annual salary table	<input checked="" type="checkbox"/>	
	0139	SECRETARY		.. . - - - - -	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	