



pmissetup_step1

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Personnel > 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.

The screenshot shows a web-based interface for managing job codes. At the top, there is a 'Save' button and a 'SessionTimer: 239 min and 24 sec' indicator. Below this are tabs for 'Job Codes', 'Contract Class', 'Contract Term', 'Contract Year', 'Extract ID', and 'Termination Reason'. Under the 'Job Codes' tab, there are '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 dropdown for EEOC Code, a dropdown for Account Code, a dropdown for Salary Concept, a checkbox for Increase Pay Step, and a dropdown for FSP Salary Class Code. At the bottom of the table, there is a navigation bar with a page number '1 / 12' and an 'Add' button.

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.