



# **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.

Delete	Job Code	Job Description	EEOC Code	Account Code	Salary Concept	Inc
<input type="checkbox"/>	0000	SUBSTITUTE TEACHER		---	A Use annual salary table	
<input type="checkbox"/>	0020	HOURLY HOLIDAY PAY	16 Service workers	199-51-6129.00-999-8-99-0-0	D Use hourly/daily rate table	
<input type="checkbox"/>	0100	SUPERINTENDENT	01 Official, admin, mgr	---	D Use hourly/daily rate table	
<input type="checkbox"/>	0101	INTERIM SUPERINTENDENT	01 Official, admin, mgr	XXX-XX-XXXX-XX-XXX-X-XX-X	D Use hourly/daily rate table	
<input type="checkbox"/>	0113	ASSISTANT SUPERINTENDENT	01 Official, admin, mgr	---	D Use hourly/daily rate table	
<input type="checkbox"/>	0115	BUSINESS MANAGER	01 Official, admin, mgr	---	D Use hourly/daily rate table	
<input type="checkbox"/>	0116	CURRICULUM DIRECTOR	01 Official, admin, mgr	---	D Use hourly/daily rate table	
<input type="checkbox"/>	0120	ADMINISTRATIVE ASST.	01 Official, admin, mgr	XXX-XX-XXXX-XX-XXX-X-XX-X	D Use hourly/daily rate table	
<input type="checkbox"/>	0121	DIRECTOR SPECIAL PROGRAMS	01 Official, admin, mgr	XXX-XX-XXXX-XX-XXX-X-XX-X	D Use hourly/daily rate table	
<input type="checkbox"/>	0122	DIRECTOR, FOOD SERVICES	16 Service workers	---	D Use hourly/daily rate table	
<input type="checkbox"/>	0125	DIRECTOR, SPECIAL EDUCATION		---	A Use annual salary table	
<input type="checkbox"/>	0128	FACILITATOR/DAEP		---	A Use annual salary table	
<input type="checkbox"/>	0129	ADMIN COM ED & ATT		---	A Use annual salary table	
<input type="checkbox"/>	0130	OCS/DAEP TCHR	07 Other classrm teach	XXX-XX-XXXX-XX-XXX-X-XX-X	A Use annual salary table	
<input type="checkbox"/>	0133	SUPERVISOR, VOC EDUCATION		---	A Use annual salary 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.