



ASCENDER GUIDES










body


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Add a job code:

Click **+Add** to add a row.

Field	Description
Job Code	Type a job code to identify the job. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher).
Job Description	Type a description for the job code. The field can be a maximum of 20 characters.
EEOC Code	Click  to select an equal employment opportunity code.
Account Code	Type the account number, or click  to select an account code from the Account Codes lookup. Click  in each field of the lookup to select the appropriate account code components. <ul style="list-style-type: none"> • Click Search to display a list of account codes matching the entered components. • In the Search field, type the account code or description to narrow the displayed results. • Click the account code link to return to the Job Codes tab and populate the Account Code field. Note: When the user is logged on to the current payroll files, the account code validation occurs against the Finance chart of accounts. If the user is logged on to the next year payroll files, the account code validation occurs against the Budget tables.
Salary Concept	Click  to select the salary table to use. There are three separate salary concepts that are used to compute the employee's salary.
Increase Pay Step	Select to allow a job to be incremented through the mass update utility. By default, this field is selected.
FSP Salary Class Code	Click  to select the salary class to use. There are five separate FSP salary class codes: A - Administrator, C - Counselor, L - Librarian, N - Registered nurse, and T - Class teacher. This field is used for the FSP Staff Salary Report (HRS4450), which is a listing of all employees with a job title recognized in the Foundation School Program. Since the number of specific employees receiving a pay increase must be reported each month, the TEA mandated the FSP Staff Salary Report through 2005 legislative action. The report includes the \$2,500 pay increase and full and part-time employees who were receiving \$500.00 or \$250.00, respectively.
Accrual Code	Type the one-alpha character accrual code (e.g., A-Z) to which the job code is assigned, or click  to select an accrual code from the Accrual Codes list.
Workers' Comp Code	Click  to select a specific workers' compensation code.
FTE Hrs	Type the number of weekly full-time equivalent (FTE) hours for the job code.
No FTE	Select to indicate that the job has no full-time equivalent (FTE) hours to report for TRS purposes. If selected, the FTE Hrs is set to zero on the TRS extract regardless of the values in the FTE Hrs, Position, TRS Status, Employee, and Pay Type fields.

Field	Description
Time Option	<p>Click  to select the time option to be used for WorkJournal in EmployeePortal.</p> <ul style="list-style-type: none"> • <i>A Attendance Only</i> - Select to allow the job code to be used in WorkJournal for attendance purposes only. Pay information will not be transferred to Payroll when the Import WorkJournal Requests utility is processed. • <i>C Clock Time</i> - Select to allow the job code to be used in WorkJournal for timesheet entries. Pay information will be transferred to Payroll when the Import WorkJournal Requests utility is processed. • <i>N None</i> - Select to exclude the job code from WorkJournal. If selected, employees will not be able to submit entries to the job code in EmployeePortal. <p>This field must set to A or C to allow the job code to accept WorkJournal entries EmployeePortal.</p>
Pay Type 2 Dock	Select to allow docks to be created for pay type 2 employees.
Auto Lunch	Indicate the amount of time (in minutes) for the employee's lunch period. If an employee creates a timesheet entry in WorkJournal for more than five hours for a job code with an auto lunch, that amount of time is automatically deducted from their total time for the selected job code on that work day. Valid values are 1-60.

Click **Save**.