



ASCENDER GUIDES



**body**










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**Add a job code:**

Click **+Add** to add row.

<b>Field</b>	<b>Description</b>
<b>Job Code</b>	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).
<b>Job Description</b>	Type a description for the job code. The field can be a maximum of 20 characters.
<b>EEOC Code</b>	Click  to select an equal employment opportunity code.
<b>Account Code</b>	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"> <li>• Click <b>Search</b> to display a list of account codes matching the entered components.</li> <li>• In the <b>Search</b> field, type the account code or description to narrow the displayed results.</li> <li>• Click the account code link to return to the Job Codes tab and populate the <b>Account Code</b> field.</li> </ul> <b>Note:</b> 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.
<b>Salary Concept</b>	Click  to select the salary table to use. There are three separate salary concepts that are used to compute the employee's salary.
<b>Increase Pay Step</b>	Select to allow a job to be incremented through the mass update utility. By default, this field is selected.
<b>FSP Salary Class Code</b>	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.
<b>Accrual Code</b>	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.
<b>Workers' Comp Code</b>	Click  to select a specific workers' compensation code.
<b>FTE Hrs</b>	Type the number of weekly full-time equivalent (FTE) hours for the job code.
<b>No FTE</b>	Select to indicate that the job has no full-time equivalent (FTE) hours to report for TRS purposes. If selected, the <b>FTE Hrs</b> is set to zero on the TRS extract regardless of the values in the <b>FTE Hrs</b> , <b>Position</b> , <b>TRS Status</b> , <b>Employee</b> , and <b>Pay Type</b> fields.

Field	Description
<b>Time Option</b>	Click  to select the time option to be used for WorkJournal in EmployeePortal. <ul style="list-style-type: none"><li>• <i>A Attendance Only</i> - Select to allow the job code to be used in WorkJournal for attendance purposes only. No pay information will be transferred to Payroll.</li><li>• <i>C Clock Time</i> - Select to allow the job code to be used in WorkJournal for time sheet entries and transfer pay information into Payroll.</li><li>• <i>N None</i> - Select to exclude the job code from WorkJournal.</li></ul>
<b>Pay Type 2 Dock</b>	Select to allow docks to be created for pay type 2 employees.
<b>Auto Lunch</b>	Type the amount of time (in minutes) for the employee's lunch period. If an employee creates a time sheet entry in WorkJournal for more than five hours, this amount of time is automatically deducted from the entry. Valid values are 1-60.

Click **Save**.