

Update job code table

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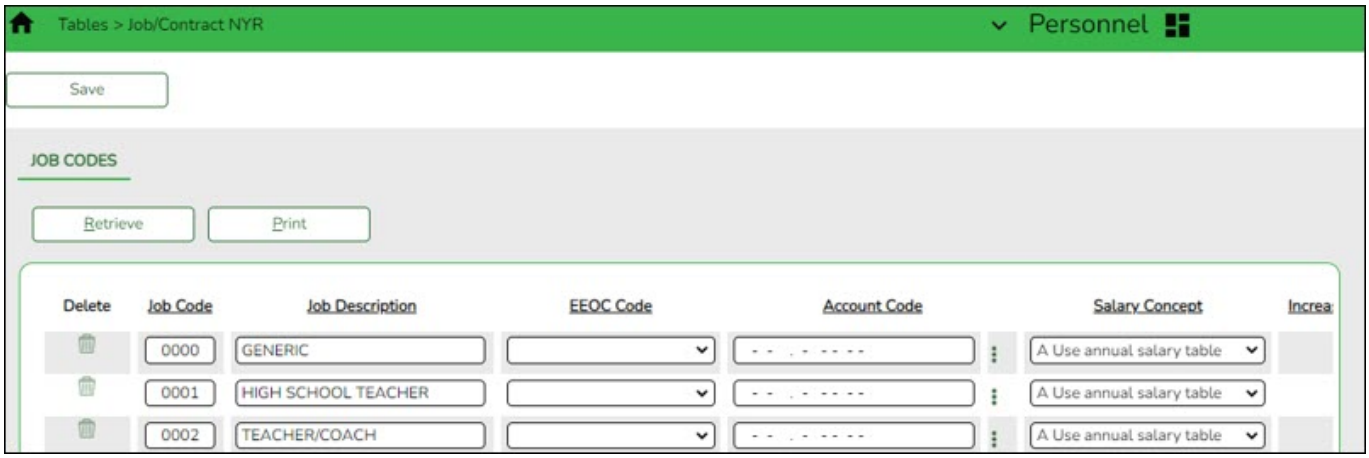
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Personnel > Tables > Job/Contract NYR > Job Codes

Add or update job codes as needed.

The job codes table is **NOT** shared between the current year and next year records.



❑ Select the appropriate **Salary Concept** for each job.

❑ (*Optional*) Update the distribution **Account Code** fields.

Notes:

- In the **FTE Hrs** field, type the appropriate full-time hours for each job code. Effective September 2017, the scheduled weekly hours are used by TRS reporting.
- You can assign accrual codes, Workers' Comp codes, and FTE hours to lessen the workload when completing tabs for new employees.