

Update job code table

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9 - Update the Job Codes tab on the Job/Contract page. Be sure to select the appropriate Salary Concept for each job and to update the distribution account codes. The Job Codes tab is not shared between the current and next year records.

Reminder: In the FTE Hrs, add the appropriate full time hours for each job code. These are weekly hours scheduled which will be used by TRS Team beginning Sept.2017.