

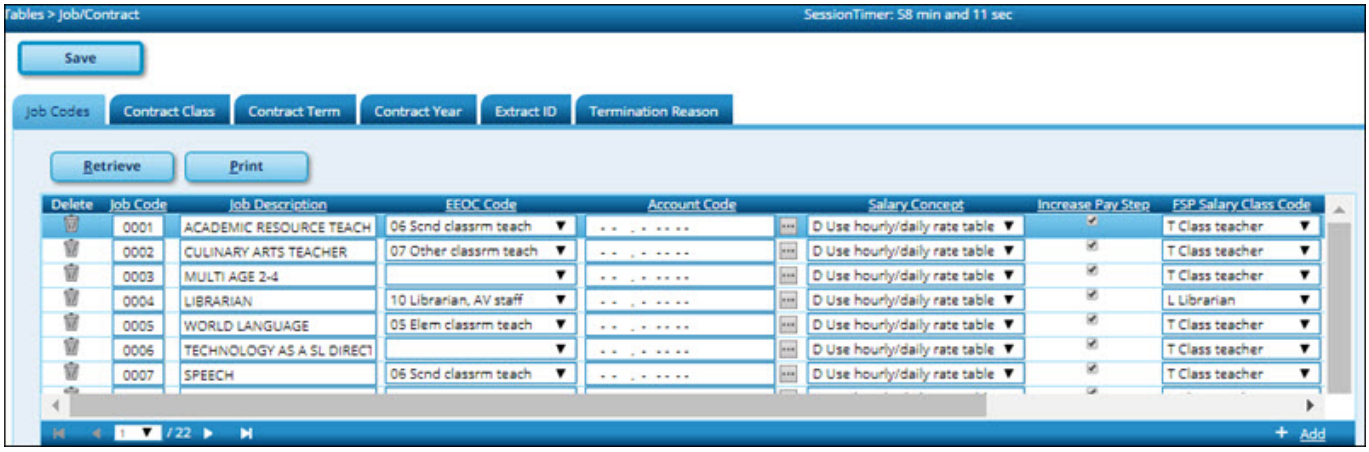
Update job code table

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Human Resources > Tables > Job/Contract > Job Codes

Image



Update the Job Codes tab on the Job/Contract page.

Select the appropriate **Salary Concept** for each job and to update the distribution account codes. The job codes table is not shared between the current and next year records.

Reminder: In the **FTE Hrs** field, type the appropriate full time hours for each job code. Effective September 2017, these scheduled weekly hours are used by TRS Team reporting.