



Update job code table

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Human Resources > Tables > Job/Contract > Job Codes

Update the job codes.

Image

The screenshot shows a web application interface for managing job codes. At the top, there is a 'Save' button and a navigation menu with tabs for 'Job Codes', 'Contract Class', 'Contract Term', 'Contract Year', 'Extract ID', and 'Termination Reason'. Below the navigation are 'Retrieve' and 'Print' buttons. The main area contains a table with the following data:

Delete	Job Code	Job Description	EEOC Code	Account Code	Salary Concept	Increase Pay Step	FSP Salary Class Code
	0001	ACADEMIC RESOURCE TEACH	06 Scnd classrm teach	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	T Class teacher
	0002	CULINARY ARTS TEACHER	07 Other classrm teach	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	T Class teacher
	0003	MULTI AGE 2-4		D Use hourly/daily rate table	<input checked="" type="checkbox"/>	T Class teacher
	0004	LIBRARIAN	10 Librarian, AV staff	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	L Librarian
	0005	WORLD LANGUAGE	05 Elem classrm teach	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	T Class teacher
	0006	TECHNOLOGY AS A SL DIRECT		D Use hourly/daily rate table	<input checked="" type="checkbox"/>	T Class teacher
	0007	SPEECH	06 Scnd classrm teach	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	T Class teacher

At the bottom of the table, there is a pagination control showing '1 / 22' and an 'Add' button.

Select the appropriate **Salary Concept** for each job. **update the distribution account codes.** (relation of this statement?) 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, the scheduled weekly hours are used by TRS Team reporting.