



## Update job code table



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Update the job codes.

| Delete | Job Code | Job Description     | EEOC Code | Account Code   | Salary Concept            | Increase                 |
|--------|----------|---------------------|-----------|----------------|---------------------------|--------------------------|
|        | 0000     | GENERIC             |           | -- . - - - - - | A Use annual salary table | <input type="checkbox"/> |
|        | 0001     | HIGH SCHOOL TEACHER |           | -- . - - - - - | A Use annual salary table | <input type="checkbox"/> |
|        | 0002     | TEACHER/COACH       |           | -- . - - - - - | A Use annual salary table | <input type="checkbox"/> |

- Select the appropriate **Salary Concept** for each job.
- (*Optional*) Update the distribution **Account Code** fields.

The job codes table is not shared between the current year 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 reporting.