

Update job code table

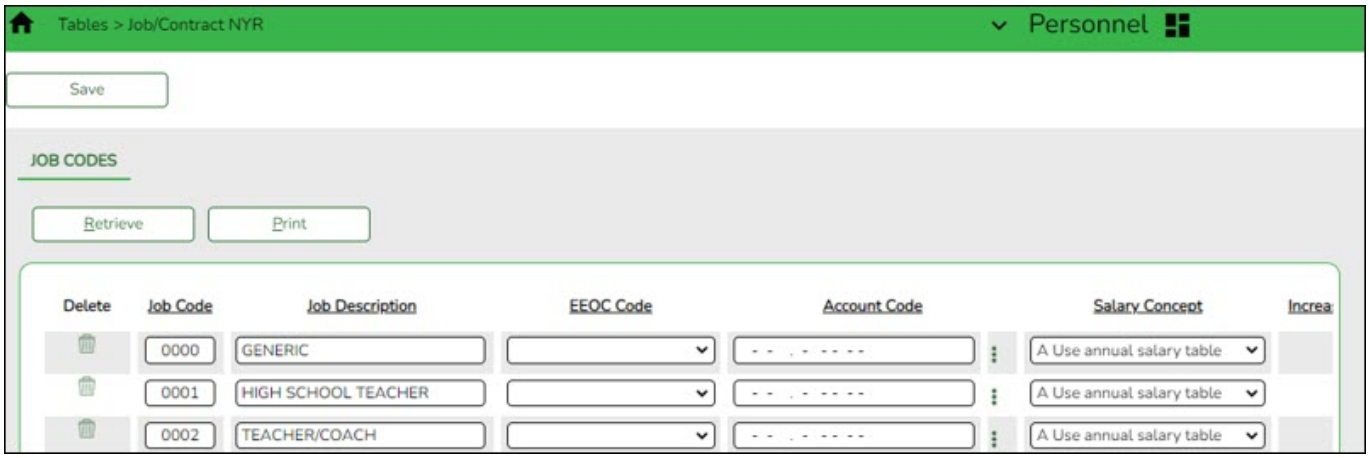
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Personnel > Tables > Job/Contract > Job Codes

Update the job codes.



❑ 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.