



Update job code table

Table of Contents

Update job code table

Personnel > Tables > Job/Contract NYR > Job Codes

Add or update job codes as needed.

The job codes table is not shared between the current year and next year records.

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

Select the appropriate **Salary Concept** for each job.

(Optional) Update the distribution **Account Code** fields.

Notes:

- 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.
- You can assign accrual codes, Workers' Comp codes, and FTE hours to lessen the workload when completing tabs for new employees.



Back Cover