



Update job code table

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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 ▼

+ Add

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 tab is not shared between the current and next year records.

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



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