



## Update job code table



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## Image

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

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 table 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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