



Update job code table

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Image

| 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 |

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** field, type the appropriate full time hours for each job code. Effective September 2017, these scheduled weekly hours are used by TRS Team reporting.



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