



## Update job code table



# Table of Contents



## Human Resources &gt; Tables &gt; Job/Contract &gt; Job Codes

Update the job codes.

Image

The screenshot shows a web application interface for managing job codes. At the top, there is a 'Save' button and a navigation menu with tabs for 'Job Codes', 'Contract Class', 'Contract Term', 'Contract Year', 'Extract ID', and 'Termination Reason'. Below the navigation, there are 'Retrieve' and 'Print' buttons. The main area contains a table with the following data:

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

At the bottom of the table, there is a pagination control showing '1 / 22' and an 'Add' button.

- 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 TEAM reporting.



## Back Cover