



## Update job code table



# Table of Contents



[Human Resources > Tables > Job/Contract > Job Codes](#)

Update the job codes.

Tables > Job/Contract SessionTimer: 58 min and 11 sec

| 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

- 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 reporting.



## Back Cover