



## Update job code table



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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.



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