



Update job code table

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Update the job codes.

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Personnel

JOB CODES

Delete	Job Code	Job Description	EEOC Code	Account Code	Salary Concept	Increase
	0000	GENERIC		-- . - - - -	A Use annual salary table	
	0001	HIGH SCHOOL TEACHER		-- . - - - -	A Use annual salary table	
	0002	TEACHER/COACH		-- . - - - -	A Use annual salary table	

- ☐ 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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