



Update job code table

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Update the job codes.

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Personnel ☰

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JOB CODES

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Delete	Job Code	Job Description	EEOC Code	Account Code		Salary Concept	Increa
	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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