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jobcodes

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Human Resources > Tables > Job/Contract > Job Codes

This tab is a district-defined table used to identify each of the jobs within the district. Each employee of the district must have a job code, including substitute employees. The data in this table is accessed on the Job Info and Distributions tabs on the Staff/Job Pay Data page to identify the specific job or jobs assigned to a particular employee and populates the EEOC Code, Account Code, and Salary Concept fields. Each job selected from this tab on the Job Info page must have separate contract and distribution information completed. You can also use this tab to set up extra duty jobs such as a librarian stipend, counselor stipend, and others where you want to maintain a separate contract amount, and enable the employee to be paid whenever a payroll is processed without having to create an extra duty transmittal. Each job listed on the Job Info tab then displays separately on the Addendum tab on the Pay Simulation page.

When creating or updating this table, keep in mind how detailed you want to be when identifying jobs. For example, you can have Teacher or Elementary Teacher as a job or detail such as 1st Grade Teacher, 2nd Grade Teacher, and so on. The more detailed the information, the greater the maintenance required when employees change positions, such as 1st Grade Teacher to 2nd Grade Teacher.

Note: The CYR or NYR Job Codes page is displayed depending on the payroll logon.

Set up job codes:

Click **+Add** to add row.

Field	Description
Job Code	Type a job code to identify the job. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher).
Job Description	Type a description for the job code. The field can be a maximum of 20 characters.
EEOC Code	Click to select an equal employment opportunity code.
Account Code	Type the account number, or click to select an account code from the Account Codes lookup. Click in each field of the lookup to select the appropriate account code components. • Click **Search** to display a list of account codes matching the entered components. • In the **Search** field, type the account code or description to narrow the displayed results. • Click the account code link to return to the Job Codes tab and populate the **Account Code** field. **Note**: When the user is logged on to the current payroll files, the account code validation occurs against the Finance chart of accounts. If the user is logged on to the next year payroll files, the account code validation occurs against the Budget tables.

Click **Save**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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