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# jobcodes

# Table of Contents

**Job Codes - HRS2500** ..... 1

# Job Codes - HRS2500

***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.<br>Click ⋮ in each field of the lookup to select the appropriate account code components.<br><br>• Click **Search** to display a list of account codes matching the entered components.<br>• In the **Search** field, type the account code or description to narrow the displayed results.<br>• Click the account code link to return to the Job Codes tab and populate the **Account Code** field.<br>**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. |

| Field | Description |
|---|---|
| **Salary Concept** | Click to select the salary table to use. There are three separate salary concepts that are used to compute the employee's salary. |
| **Increase Pay Step** | Select to allow a job to be incremented through the mass update utility. By default, the Increase Pay Step field is selected. |
| **FSP Salary Class Code** | Click to select the salary class to use. There are five separate FSP salary class codes: A - Administrator, C - Counselor, L - Librarian, N - Registered nurse, and T - Class teacher. This field is used for the FSP Staff Salary Report (HRS4450), which is a listing of all employees with a job title recognized in the Foundation School Program. Since the number of specific employees receiving a pay increase must be reported each month, the TEA mandated the FSP Staff Salary Report through 2005 legislative action. The report includes the $2,500 pay increase and full and part-time employees who were receiving $500.00 or $250.00, respectively. |
| **Accrual Code** | Type the one-alpha character accrual code (e.g., A-Z) to which the job code is assigned, or click to select an accrual code from the Accru Codes list. |
| **Workers' Comp Code** | Click to select a specific workers' compensation code. |
| **FTE Hrs** | Type the number of weekly full-time employee hours for each job code. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Print** | Print job/contract table data.<br>Click to print job contract table data. The following Job Contract Table options are displayed:<br>**Current Tab Page** - prints only the tab page currently open.<br>**Selected Code Tables** - displays the following Job Contract Table options:<br>• Job Code Table<br>• Contract Class Table<br>• Contract Term Table<br>• Contract Year Table<br>• Extract ID Table<br>• Termination Reason Table<br>**All Code Tables** - prints all the Job/Contract tab pages.<br>Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.<br>Review the report. |
| | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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# Back Cover