jobcode

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Job Code - HRS3400

Human Resources > Utilities > Mass Update > Job Code

This tab is used to update job code data for a number of employees at a single time. Job code data may be updated by a variety of criteria including pay type, pay grade, primary campus, and payroll frequency. The Job Code tab allows users to modify job code data. Once job code data is altered using this page, changes are reflected in the individual records

Mass update job code data:

Under **Change Job Code to Another Code**:

Field	Description
If Job Code	Click ﹀ to select the job code to be changed.
Change To	Click ﹀ to select the new job code.

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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