



**jobcode**



Table of Contents

Job Code - HRS3400 ..... 1



# 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 **Parameters**, select the employees whose job code data is to be changed.

| Field                      | Description                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pay Status</b>          | Select whether active, inactive, or both groups are to be included in the process.                                                                                                                                                                                                                                                              |
| <b>Pay Type</b>            | Click ▼ to select the one-digit pay type to be included in the process. The system is set to All.                                                                                                                                                                                                                                               |
| <b>Job Code</b>            | Click ▼ to select the four-digit job code to be included in the process. The system is set to All.                                                                                                                                                                                                                                              |
| <b>Accrual Code</b>        | Click ▼ to select the one-character accrual code to be included in the process. The system is set to All.                                                                                                                                                                                                                                       |
| <b>Pay Grade</b>           | Type the three-digit pay grade to be included in the process.                                                                                                                                                                                                                                                                                   |
| <b>Prior Yr Emp Date</b>   | Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.                                                     |
| <b>Primary Campus</b>      | Click ▼ to select the three-digit primary campus to be included in the process. The system is set to All.                                                                                                                                                                                                                                       |
| <b>Pay Campus</b>          | Click ▼ to select the three-digit pay campus to be included in the process. The system is set to All.                                                                                                                                                                                                                                           |
| <b>Contract Begin Date</b> | Click ▼ to select the exact contract begin date to be included in the process.                                                                                                                                                                                                                                                                  |
| <b>Contract End Date</b>   | Click ▼ to select the exact contract end date to be included in the process.                                                                                                                                                                                                                                                                    |
| <b>Contract Months</b>     | Type the contract months to be included in the process.                                                                                                                                                                                                                                                                                         |
| <b>Payoff Date</b>         | Click 📅 to select the payoff date to be included in the process.                                                                                                                                                                                                                                                                                |
| <b>Payroll Freq</b>        | Click ▼ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.                                                                                                                      |
| <b>Salary Concept</b>      | Click ▼ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations. |

| Field               | Description                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Extract ID</b>   | Click  to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function. |
| <b>Employee Nbr</b> | If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click  to select employees.                                                                                                                                                                  |

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

|                    |                                                                                                                               |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>If Job Code</b> | Click  to select the job code to be changed. |
| <b>Change To</b>   | Click  to select the new job code.           |

Click **Execute**.

[Create a backup.](#)

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.

Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

A preview report is displayed.

[Review the report.](#)

**Review the report using the following buttons:**

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to accept the changes and continue.

### **Other functions and features:**

Click **Reset** to reset all previously selected parameter options to the default.



## Back Cover