



ASCENDER GUIDES



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## Job Code - HRS3400



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# Job Code - HRS3400

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This utility 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 pay 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

Use the Job Code tab to change employee job assignments that display on the Job Info tab. This change modifies the Job Info and Distribution tabs.

**Note:** If accruals are associated with job codes, make changes with caution and verify.

### Mass update job code data:



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

**TIP:** Prior to processing a mass update, capture a screenshot of the used parameters for possible future reference.

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 <input type="checkbox"/> to select the one-digit pay type to be included in the process. The system is set to All.
<b>Job Code</b>	Click <input type="checkbox"/> to select the four-digit job code to be included in the process. The system is set to All.
<b>Accrual Code</b>	Click <input type="checkbox"/> 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 <input type="checkbox"/> to select the three-digit primary campus to be included in the process. The system is set to All.
<b>Pay Campus</b>	Click <input type="checkbox"/> 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 <input type="checkbox"/> to select the exact contract begin date to be included in the process.
<b>Contract End Date</b>	Click <input type="checkbox"/> to select the exact contract end date to be included in the process.

Field	Description
<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.
<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**. A preview report is displayed. [Review the report](#).

Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page. If you click **Process**, a message is displayed prompting you to create a [backup](#). A backup is highly recommended.

### Other functions and features:

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



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