

Job Codes - HRS2500

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Personnel > Tables > Job/Contract > Job Codes

This tab may be used for current or next year data depending on which menu option is selected, Job/Contract or Job/Contract NYR. This tab has the freeze pane functionality, which freezes the **Delete**, **Job Code**, and **Job Description** columns when using the horizontal scroll bar to scroll left and right to reveal additional columns.

This tab is an LEA-defined table used to identify each of the jobs at an LEA. Every employee at the LEA must have a job code including substitute employees. The data in this table is accessed on the Maintenance > Staff/Job Pay Data > Job Info and Distributions tabs to identify the specific job or jobs assigned to a particular employee and populate 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 displays separately on the Payroll > Utilities > Payroll Simulation > Addendum tab.

When creating or updating this table, think about the level of detail to include when identifying jobs. For example, you can have a 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.

PMIS Notes:

- If you are logged on to the current year (CYR) and a job code is being used in the CYR PMIS records (current year (C) regardless of the school year), the pay concept cannot be changed. If the workers' compensation code is changed, all CYR PMIS records including distributions are updated. If the EEOC is changed, all CYR PMIS records are updated.
- If you are logged on to the next year (NYR) and a job code is being used in the forecast (NYR) PMIS records (next year (N) regardless of the school year), the pay concept cannot be changed. If the workers' compensation code is changed, all NYR PMIS records including distributions are updated. If the EEOC is changed, all NYR PMIS records are updated.

Add a job code:

❑ Click **+Add** to add a 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.

Field	Description
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.
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, this 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 Accrual Codes list.
Workers' Comp Code	Click ⌄ to select a specific workers' compensation code.
FTE Hrs	Type the number of weekly full-time equivalent (FTE) hours for the job code.
No FTE	Select to indicate that the job has no full-time equivalent (FTE) hours to report for TRS purposes. If selected, the **FTE Hrs** is set to zero on the TRS extract regardless of the values in the **FTE Hrs**, **Position**, **TRS Status**, **Employee**, and **Pay Type** fields.
Time Option	Click ⌄ to select the time option to be used for WorkJournal in EmployeePortal. • *A Attendance Only* - Select to allow the job code to be used in WorkJournal for attendance purposes only. Pay information **will not** be transferred to Payroll when the Import WorkJournal Requests utility is processed. • *C Clock Time* - Select to allow the job code to be used in WorkJournal for timesheet entries. Pay information will be transferred to Payroll when the Import WorkJournal Requests utility is processed. • *N None* - Select to exclude the job code from WorkJournal. If selected, employees will not be able to submit entries to the job code in EmployeePortal. This field must set to *A* or *C* to allow the job code to accept WorkJournal entries EmployeePortal.

Field	Description
Pay Type 2 Dock	Select to allow docks to be created for pay type 2 employees.
Auto Lunch	Indicate the amount of time (**in minutes**) for the employee's lunch period. If an employee creates a timesheet entry in WorkJournal for more than five hours for a job code with an auto lunch, that amount of time is automatically deducted from their total time for the selected job code on that work day. Valid values are 1-60.

❑ Click **Save**.

Other functions and features:

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


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