**[Creating/Updating a Job Code](http://ctclinkreferencecenter.ctclink.us/m/79718/l/928143-9-2-creating-updating-a-job-code) –**

Nav: Workforce Administrator Homepage>HR Administration Tile>HR Configuration>Job Code Table OR

Nav>Set Up HCM>Foundation Tables>Job Attributes>Job Code Table

**Run QHC\_HR\_JOB\_CODE\_TABLE for current codes.**

**Run QHC\_HR\_JOB\_JCODE\_GRP has employees by Job Category and Job Group.**

**FYI, you cannot delete a job code. You can, however, inactivate it in Correct History mode.**

**Just look at the screenshots to save time 😊**

1. The Job Code table search page displays.
2. Select the **Add a New Value** tab.
3. The **Set ID** defaults accordingly, change if needed.
4. Enter the desired **Job Code** (alpha-numeric and with a maximum of 6 characters).
5. Select the **Add** button.

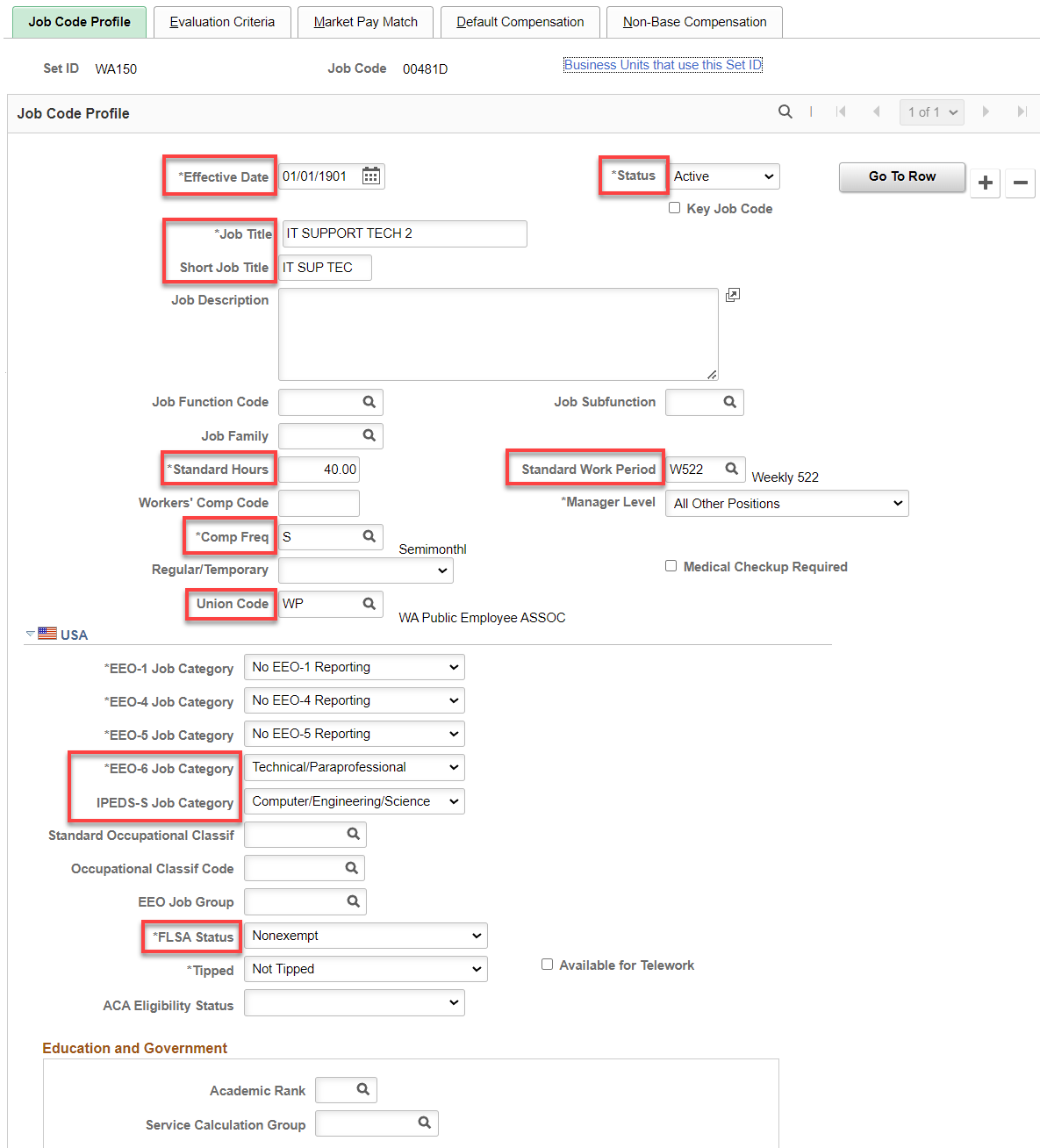
* If the Job code you are creating is a Classified Job Code please use the exact code as mentioned on the OFM website : <https://ofm.wa.gov/state-human-resources/compensation-job-classes/ClassifiedJobListing>
* Unlike Legacy, PeopleSoft can have Job Codes which are lesser than 6 characters. So you need NOT append zeros.
* Also, please have the exact same description for Classified positions as it will be helpful in the future OFM enhancements.

Example : 104H - ADMINISTRATIVE INTERN 1 (NEED NOT BE created as 00104H , it can/should be 104H)

1. The Job Code Table page displays. The **Job Code Profile** tab defaults.
2. The **Effective Date** will default today's date; change if needed.
3. The **Status** will default to Active; change if needed.
4. In the **Job Title** field, if needed, enter the title of the Job ***(30 characters max)***.
5. In the **Short Title** field, if needed, enter an abbreviated version of the Job Title ***(10 characters max)***.
6. A description of the job could be stored in the **Job Description** text box (this can be entered manually or via copy & paste).
7. The **Job Code Function** and **Job Subfunction** fields can be left blank as *neither are currently being used*.
8. Select a **Job Family** from the lookup options.
9. The **Standard Hours** will default to 40 hrs; changed if needed.
10. The **Standard Work Period** will default to Weekly (W); change if needed.
11. The **Workers' Comp Code** field is *currently not being used*.
12. The **Manager Level** menu will default to All Other Positions; select another level option if needed.
13. The **Comp Freq** field will default to the Semimonthly (S) frequency; select another frequency option if needed.
14. Select Regular or Temporary in the **Regular/Temporary** field.
15. Select a **Union Code** from the lookup, if applicable.
16. Select the **Flag** image to expand menu.
17. The USA menu displays.
18. Select the appropriate **EEO-6 Job Category**.
19. Select the appropriate **IPEDS-S Job Category**.
20. Enter/Select the appropriate **EEO Job Group**.
21. Enter/Select the appropriate **FLSA Status**.
22. Select **Save**.

**Classified Staff**

**SEE BELOW FOR SCREENSHOTS OF OTHER GROUPS**



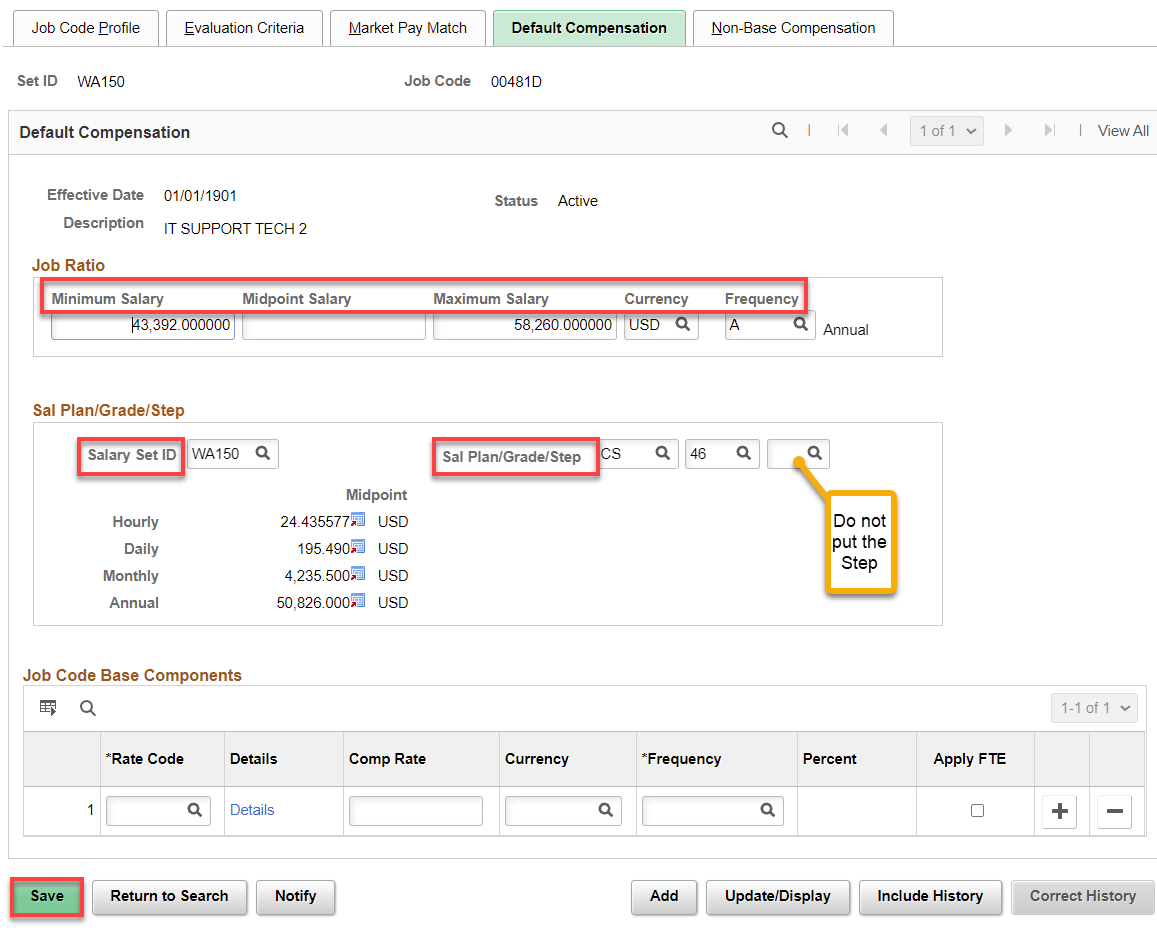
**Evaluation Criteria and Market Pay Match Tabs – Nothing to do**

**Default Compensation Tab – Classified staff only – EXCEPT for Frequency (**

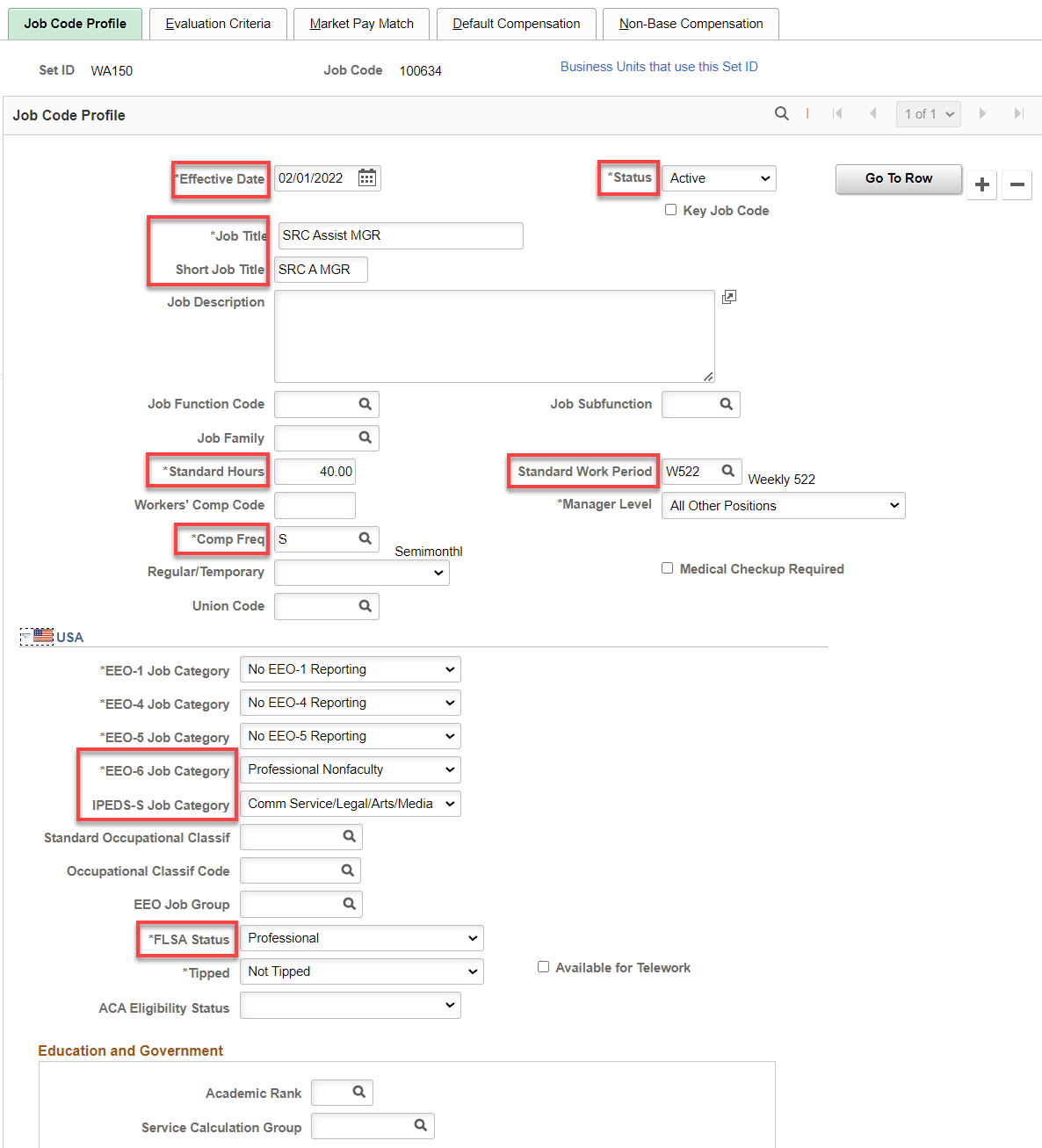
1. Select the **Default Compensation** tab.
2. The Default Compensation page displays.
3. Enter a **Minimum Salary**.
4. Enter a **Midpoint Salary** *(Optional).*
5. Enter a **Maximum Salary**.
6. Select the USD in the **Currency** field.
7. Select the appropriate **Frequency**.
8. Select the **Salary Set ID**.
9. Select a **Salary Admin Plan** and **Salary Grade** from Salary Plan/Grade/Step options (**do NOT enter a Salary Step here**).

For a Classified and IT Job Code - where Salary Admin Plan is CS or ST It is required to enter the Salary Admin Plan as CS or ST such that it is sent to OFM as a Classified Position.

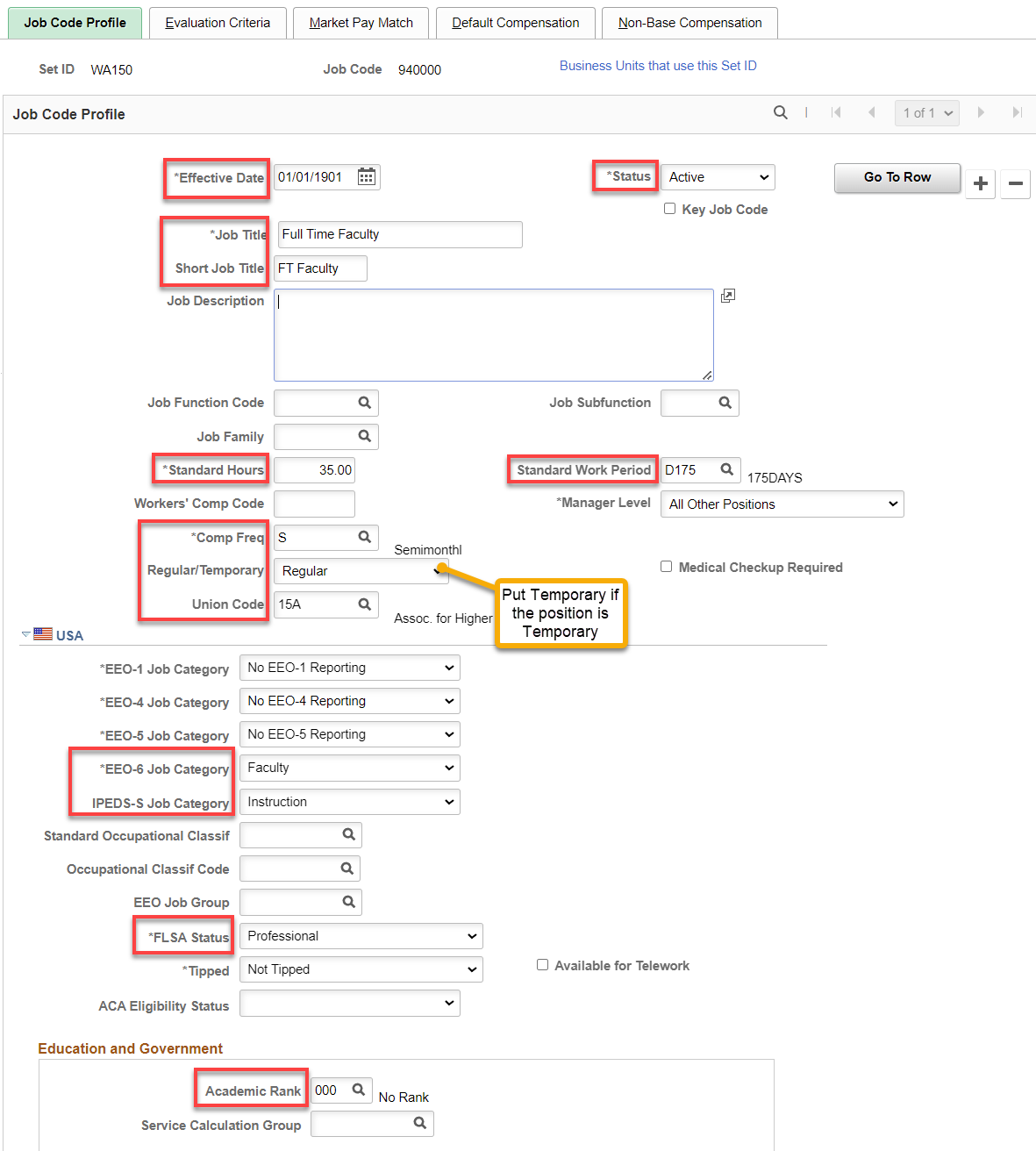
1. Select **Save**



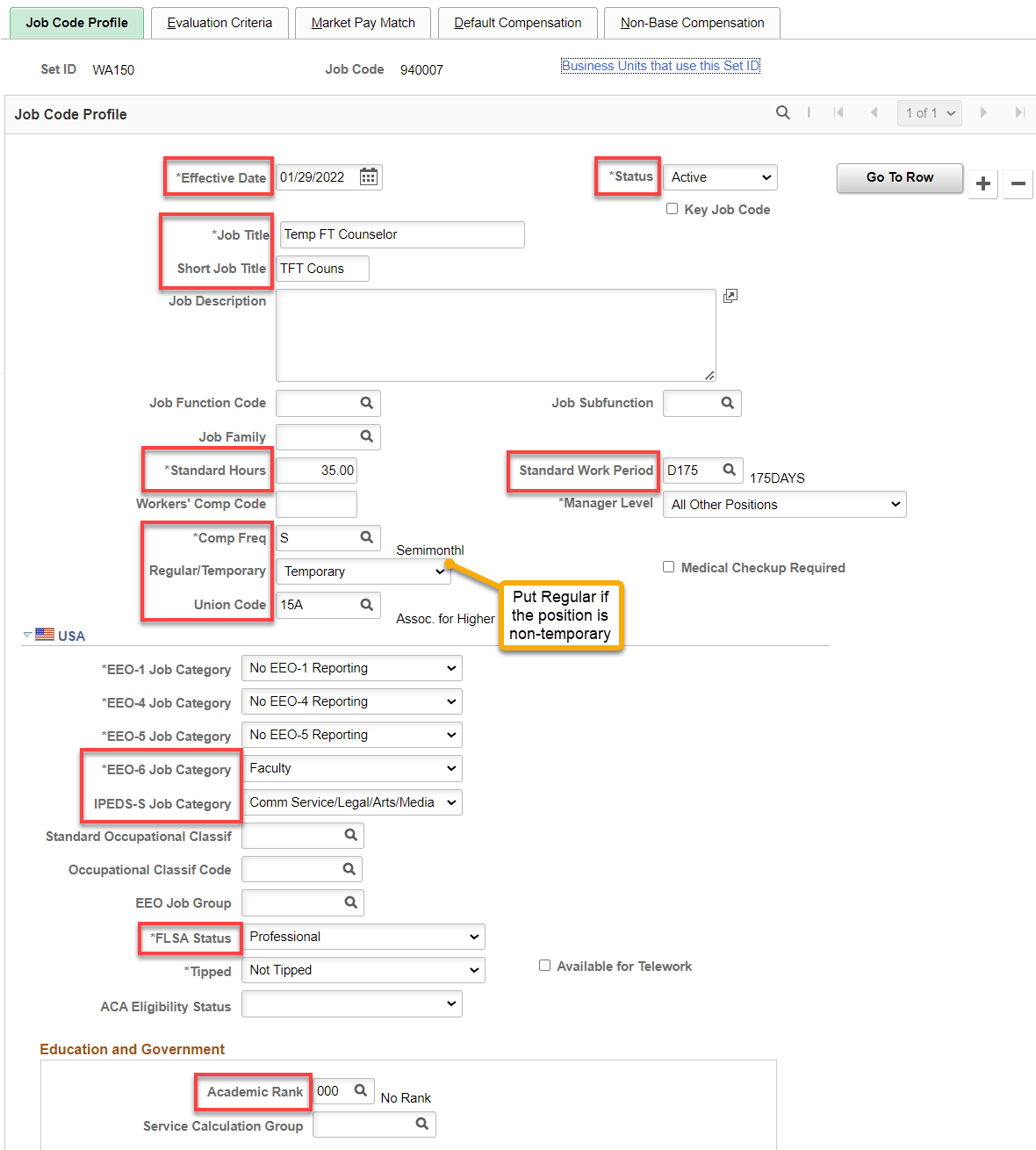
**Exempt**



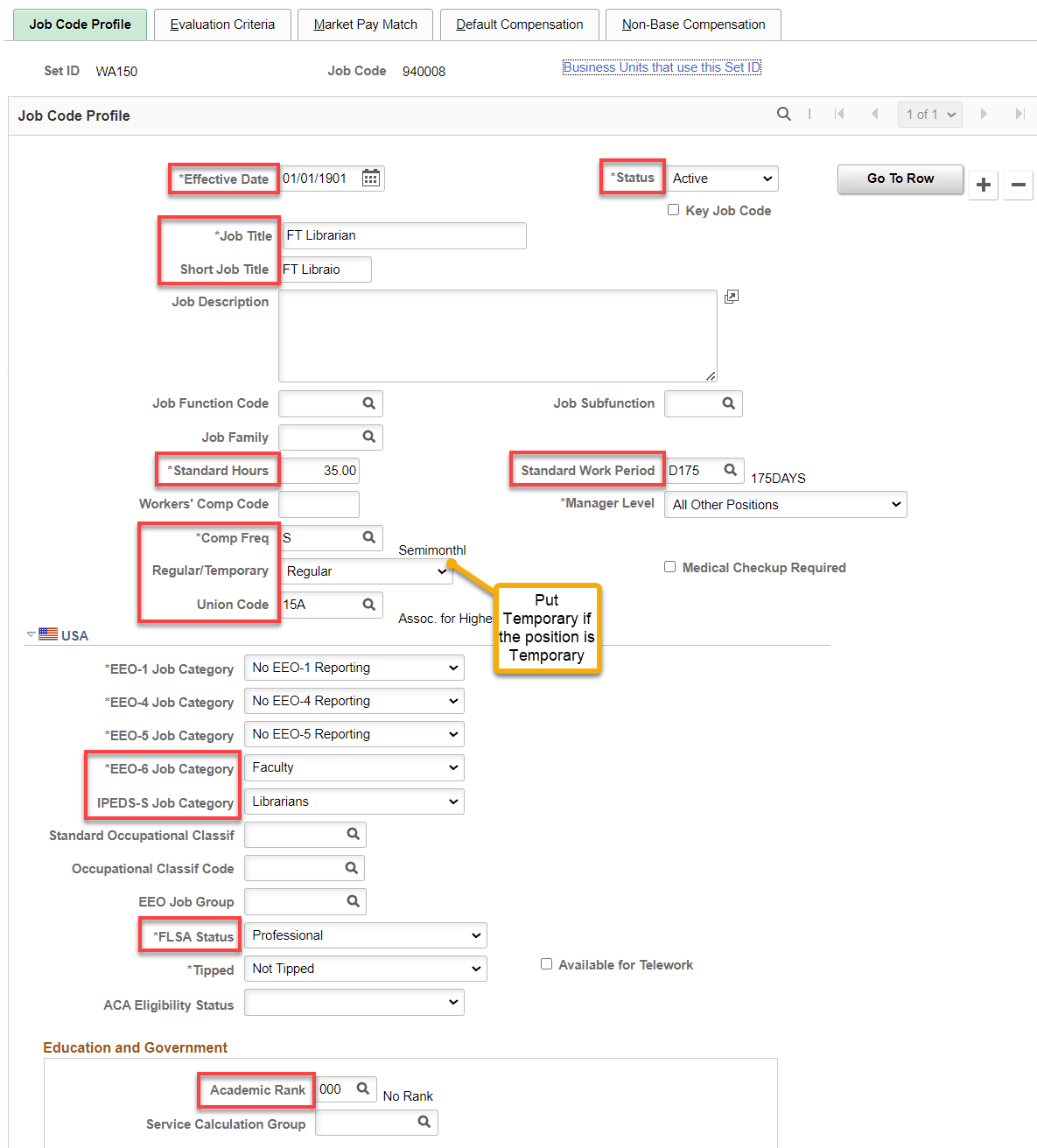
**FT Faculty**



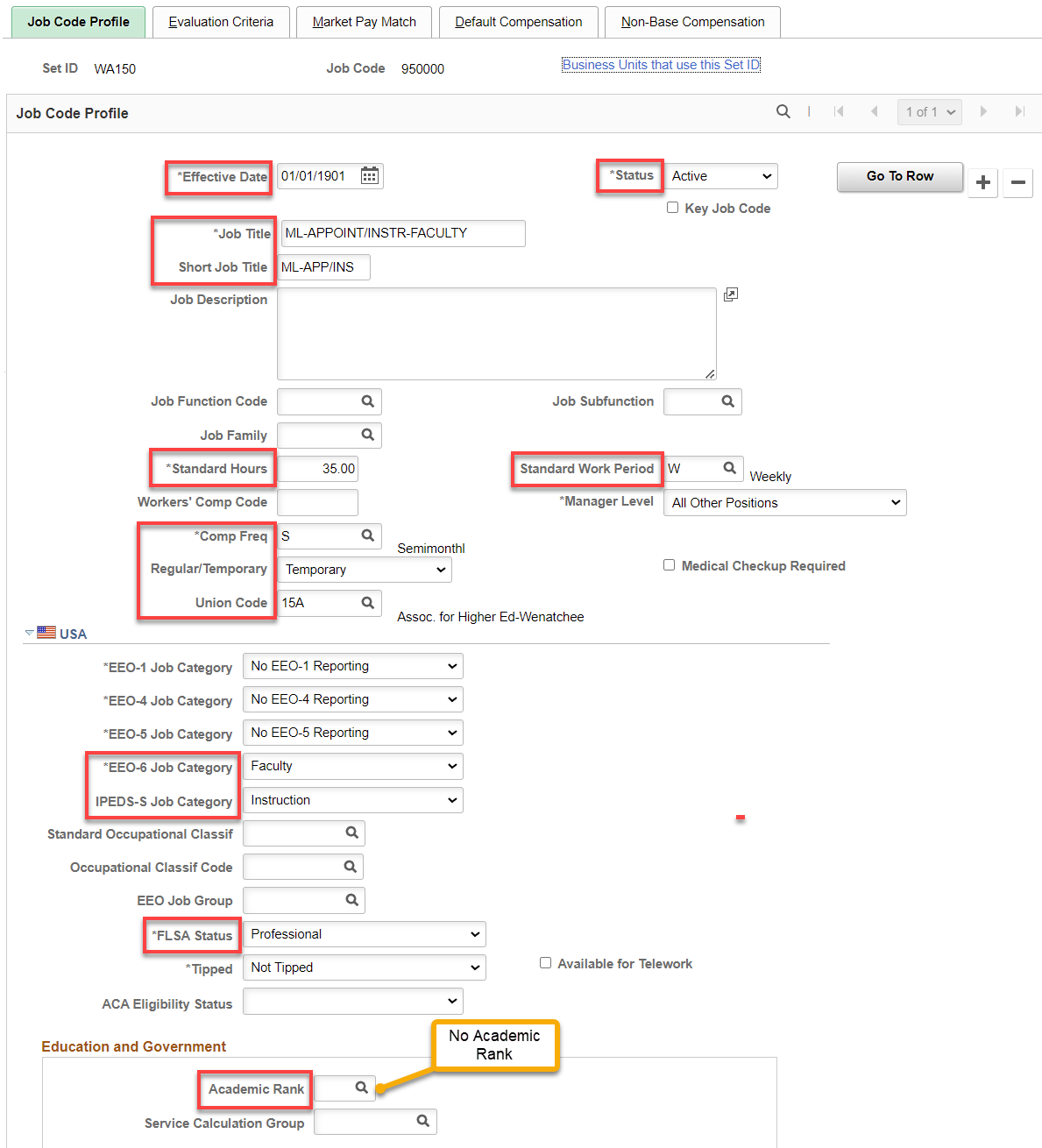
**FT & TFT Counselors**



**FT Librarian**

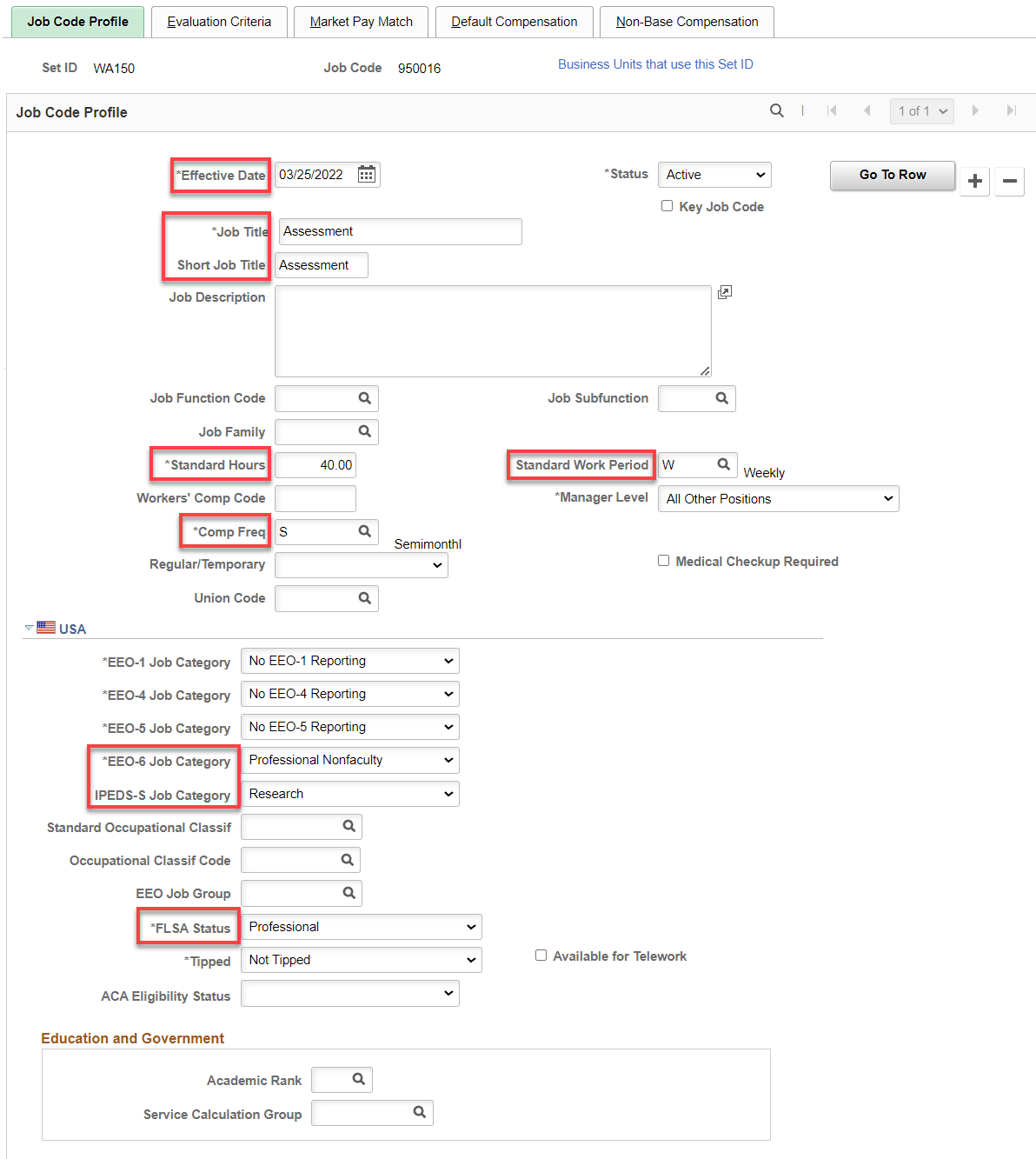


**ML Faculty (PT Faculty is the same set up)**

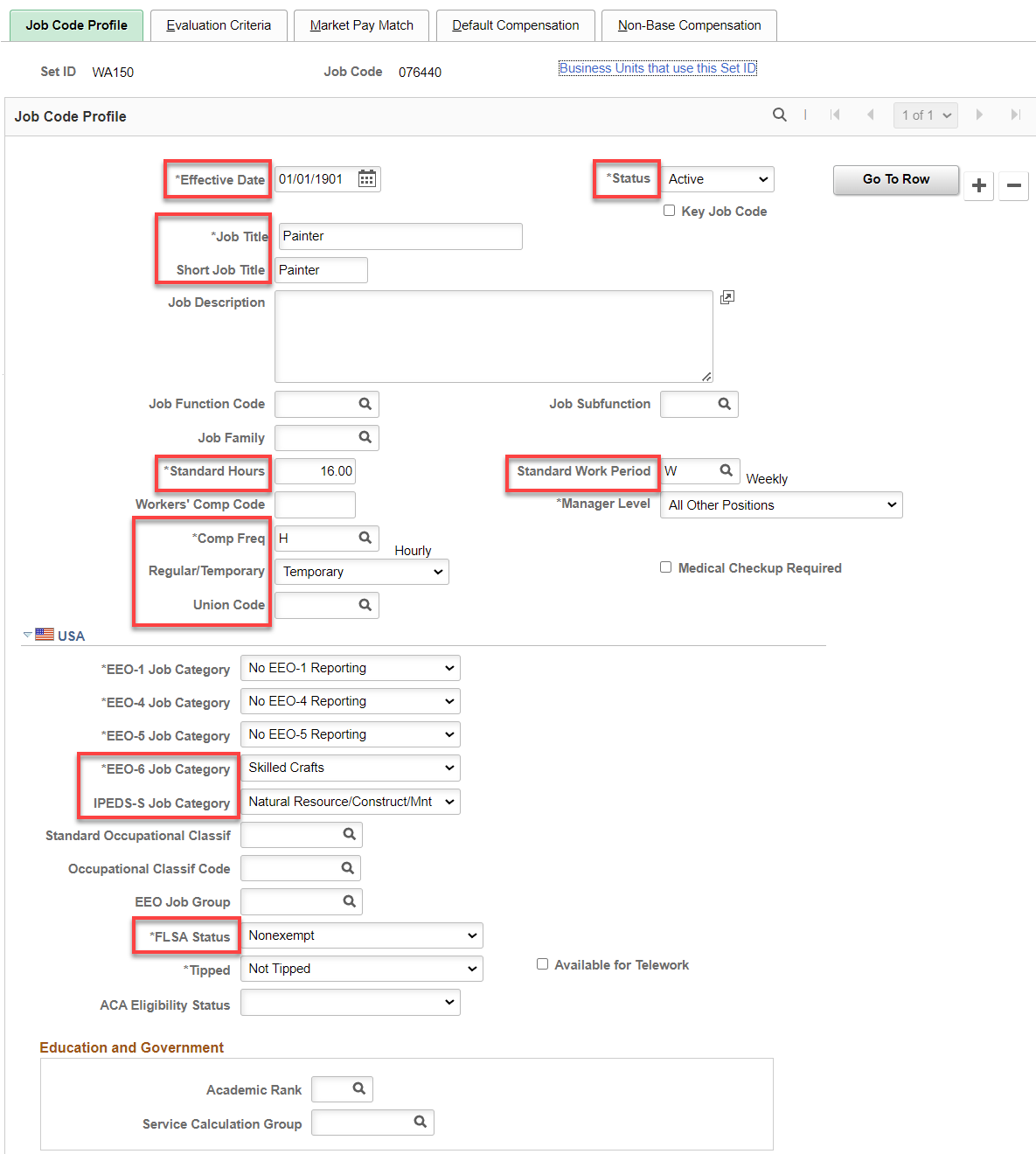


**Stipend (typical set up)**

Pay attention to the EEO-6 Job Category, IPEDS-S Job Category and FLSA Status



**Hourly (typical set up)**



That’s it! 😊