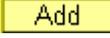




# Creating a New Job Code

STEP	ACTION												
1	Navigate to <a href="#">Home &gt; Develop Workforce &gt; Manage Positions (USF) &gt; Setup &gt; Job Code Table</a>												
2	<a href="#">Add a New Value</a> Click this link at the bottom of the page.												
3	Verify the appropriate <b>SetID</b> for your agency. Enter the <b>Job Code</b> . In some cases this is the old PD Number. Enter the value in all 'CAPS'. For example, Z01011.  Click <b>Add</b> .												
4	<b>Result:</b> The Job Code Profile page appears. Enter the following fields. The fields in <b>bold</b> are required. <table border="0" data-bbox="300 785 1442 926"> <tr> <td><b>Effective Date</b></td> <td><b>Occupational Series</b></td> <td><b>Official Posn Title Code</b></td> </tr> <tr> <td>Manager Level</td> <td>Standard Hours</td> <td>Standard Work Period</td> </tr> <tr> <td>Comp Frequency</td> <td>Regular/Temporary</td> <td></td> </tr> </table>	<b>Effective Date</b>	<b>Occupational Series</b>	<b>Official Posn Title Code</b>	Manager Level	Standard Hours	Standard Work Period	Comp Frequency	Regular/Temporary				
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Manager Level	Standard Hours	Standard Work Period											
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5	▶  <b>USA</b> Click this icon to expand the area. Select the <b>FLSA Status</b> .												
6	 <b>US Federal</b> Click this icon to expand the area. Enter the following <b>required</b> fields. In <b>Agency</b> enter the value 'HE'. Enter your <b>Sub Agency</b> . Enter your <b>POI</b> . Enter <b>Bargaining Unit, Pay Basis, and Fund Source</b> .												
7	Enter <b>Classification Factors</b> . <table border="0" data-bbox="300 1310 1417 1503"> <tr> <td>Parenthetical Title</td> <td>PATCOB Code</td> <td>Functional Class</td> </tr> <tr> <td>Sensitivity Code</td> <td>LEO Position</td> <td>Classifier</td> </tr> <tr> <td>Date Classified</td> <td>Employee Financial Interests</td> <td>Executive Financial Disclosure</td> </tr> <tr> <td>IA Actions</td> <td>Target Grade</td> <td></td> </tr> </table>	Parenthetical Title	PATCOB Code	Functional Class	Sensitivity Code	LEO Position	Classifier	Date Classified	Employee Financial Interests	Executive Financial Disclosure	IA Actions	Target Grade	
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Sensitivity Code	LEO Position	Classifier											
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8	<a href="#">Default Compensation</a> Click the Default Compensation link at the bottom of the page.												
9	<b>Result:</b> The Default Compensation page appears. Verify the <b>Salary SetID</b> . Enter the following <b>required</b> fields: Pay Plan, Table, and Grade.												
10	 Click <b>Save</b> to add the new Job Code.												