

## Job Codes

## Section 2

### Introduction

Job codes are templates within the system used for grouping similar positions in a logical manner. A single job code can have many positions and thus many employees linked to it within EHRP. Many employees may share the same job code, even though they may have different positions and perform work in different admin codes, locations and Agencies.

In EHRP, there are four pages in the Job Code page group. Information captured on the OF-8 is entered into the first and third pages of this page group to create a job code.

*NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.*

### Navigational Path

Home → Develop Workforce → Manage Positions (USF) → Setup → Job Code Table

### Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

### Procedure

The following steps detail the procedure for creating a job code:

1

Follow the navigational path:

Home → Develop Workforce → Manage Positions (USF) → Setup → Job Code Table

The following **Job Code Table** search page appears:

**Job Code Table**

---

**Find an Existing Value**

SetID:  

Job Code:

Description:

Occupational Series:  

Official Position Title:

Include History  Correct History

[Basic Search](#)

[Add a New Value](#)

- 2 Click on the **Add a New Value** hyperlink.

The following **Add a New Value** sub-page appears:

[Home](#) > [Develop Workforce](#) > [Manage Positions \(USF\)](#) > [Setup](#) > **Job Code Table**

---

**Job Code Table**

---

**Add a New Value**

SetID:  

Job Code:

[Find an Existing Value](#)

- 3 Change or confirm the **SETID**.

*NOTE: The Job Code should be created within the SetID that corresponds with the Agency for which the Job Code is being created. This should default to your agency's SetID.*

- 4 Enter the **Job Code** number you wish to add and click .

*NOTE: The job code number is the smart-coded Position Description number.*

*NOTE: The job code number should be entered in all caps.*

The following **Job Code Profile** page appears:

5 In the **Effective Date** field, enter the date this action was authorized if it differs from the defaulted date, which is today’s date.

6 Enter the **Occupational Series**.

7 Enter the **Official Posn Title Code**.

*NOTE: The **Official Posn Title Code** description will default to the **Organization Posn Title Code** description and the **Job Description**. If an **Organization Posn Title Code** is selected, the **Organization Posn Title Code** description will update. The **Job Description** can be overwritten if necessary.*

8 Enter the **Organization Posn Title Code**.

9 Enter the **Job Description**. If your entry is longer than one line, use the  to view the lines you have entered.

10 Select the **Manager Level** from the dropdown menu.

*NOTE: The **Manager Level** field captures supervisory level.*

11 Enter the value of “40.00” for the **Standard Hours**.

*NOTE: For a part-time position, this field would be modified. For positions without hours, enter “1”. The standard hours is based on a weekly versus a biweekly tour.*

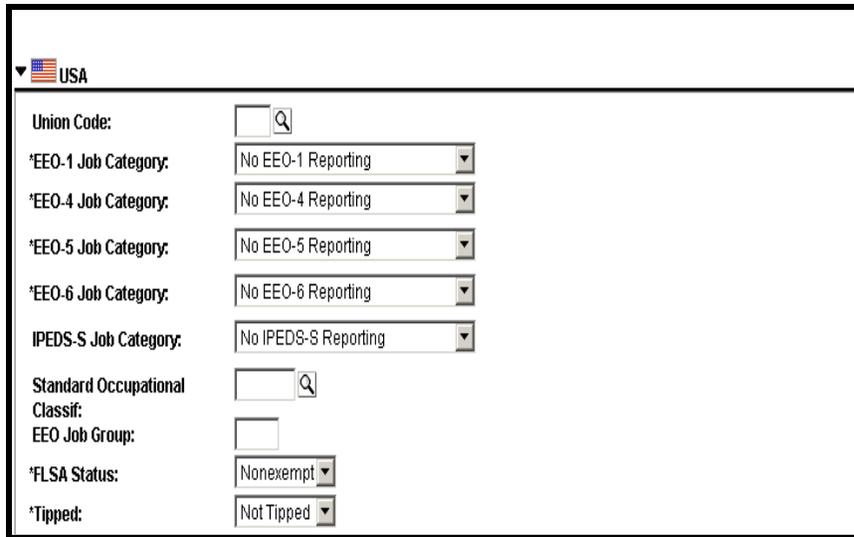
*NOTE: The **Standard Work Period** is W for weekly.*

- 12 Enter **Comp Freq** “Annual”.
- 13 Select from the **Regular/Temporary** drop-down menu whether the job code is regular or temporary.

*NOTE: This is not be used to identify the work schedule.*

- 14 Click the  **USA** icon.

*NOTE: This is the only time you will use the  **USA** icon.*



The screenshot shows a subpage titled "USA" with a dropdown arrow. The form contains the following fields:

Union Code:	<input type="text"/>
*EEO-1 Job Category:	No EEO-1 Reporting
*EEO-4 Job Category:	No EEO-4 Reporting
*EEO-5 Job Category:	No EEO-5 Reporting
*EEO-6 Job Category:	No EEO-6 Reporting
IPEDS-S Job Category:	No IPEDS-S Reporting
Standard Occupational Classif:	<input type="text"/>
EEO Job Group:	<input type="text"/>
*FLSA Status:	Nonexempt
*Tipped:	Not Tipped

- 15 Select FLSA status; click the  **USA** icon to close the subpage.

- 16 Click the  **US Federal** icon.

The following page expansion appears:



17 Enter the **Sub-Agency** code.

*NOTE: The Sub-Agency is equivalent to a DHHS Agency, e.g., NIH.*

18 Enter the **POI**.

19 Enter the **Bargaining Unit**.

20 For the **Pay Basis** information, confirm the default of “Per Annum” or select another pay basis from the dropdown menu.

*NOTE: The Pay Basis for Wage Grade Employee needs to be per hour, NOT per annum.*

21 Select the **Fund Source** from the dropdown menu.

22 Select the appropriate **PATCOB Code** from the dropdown menu.

23 Confirm the **Functional Class** default of “Non Applicable” or select the appropriate functional class from the dropdown menu.

- 24 Confirm the Position **Sensitivity Code** default of “Non Sensitive” or select the appropriate code from the dropdown menu.
- 25 If the job code is for a law enforcement officer (LEO), select the **LEO Position** from the dropdown menu.
- 26 Enter the **Date Classified**.
- 27 If the OF-8 indicates that an **Employee Financial Interests** background investigation is required, check the checkbox.
- 28 If the OF-8 indicates that an **Executive Financial Disclosure** background investigation is required, check the checkbox.
- 29 Check the **IA Actions** checkbox if the OF-8 indicates that classification findings will support a request to increase allocations.
- 30 Enter the **Target Grade** if the job code is for a career ladder job code and represents the target grade.
- 31 Click on the Default Compensation tab.

*NOTE: The Evaluation Criteria tab is not used.*

The following **Default Compensation** page appears:

The screenshot displays the 'Default Compensation' page. At the top, there are four tabs: 'Job Code Profile', 'Evaluation Criteria', 'Default Compensation' (which is selected), and 'Non-Base Compensation'. Below the tabs, the 'SetID' is 'DHHS0' and the 'Job Code' is '000'. The page title is 'Default Compensation' with a 'View All' link and navigation arrows. The 'Effective Date' is '05/15/2001' and the 'Status' is 'Active'. There are input fields for 'Sal Plan/Grade/Step', 'Salary SetID', and 'Pay Plan/Table/Grade'. The 'Salary Survey' section includes a 'Survey Salary' field with a currency dropdown set to 'USD', and checkboxes for 'Hourly', 'BiWeekly', 'Monthly', and 'Annual'. Below this is a 'Salary Survey Job Code' field. The 'Pay Components' section has a table with columns: 'Rate Code', 'Details', 'Comp Rate', 'Currency', 'Frequency', 'Percent', and 'Apply FTE'. The table contains one row with 'Rate Code' 'NAANNL', 'Details' 'Details', and 'Apply FTE' checkbox.

- 32 Enter the **Pay Plan**.
- 33 Enter the **Table**.

*NOTE: This is the salary administration plan. Unless the job code is on a*

*special pay table, enter “0000”.*

**34** Enter the **Grade**.

*NOTE: For pay plans without grades, enter “00.”*

The salary survey information appears as in the following example:

	Minimum	Midpoint	Maximum
<b>Hourly:</b>	\$15.200000	\$17.150000	\$19.100000
<b>BiWeekly:</b>	\$1,216.00	\$1,372.00	\$1,528.00
<b>Monthly:</b>	\$2,643.530	\$2,982.670	\$3,321.810
<b>Annual:</b>	\$31,715.000	\$35,792.000	\$39,869.000

**35** Click  .

### Career Ladders



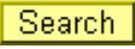
For a career ladder job code, create a job code for each grade within the career ladder. The job codes, however, will not be linked to one another within the system.

When entering the job code for the journeyman level on the **US Federal** extension, use the **Job Profile Page** to enter the **Target Grade**.

### Modifying Job Code Data



To modify data on an active job code, perform the following steps:

- Follow the navigational path to the **Job Code** page group:  
Home → Develop Workforce → Manage Positions (USF)  
Setup → Job Code Table
- Confirm or Enter Set ID
- Enter the job code number in the **Job Code** field.
- Click  . The **Job Profile** page appears.
- Click  to insert a row.
- Update **Effective Date**.
- Navigate to appropriate page and field.
- Make necessary changes.
- Click  .

*NOTE: Changes made to job code data will not be automatically applied to related positions and employees. Manual updates to the positions and employees are required.*

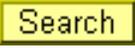
## Inactivating Job Codes

To retain an accurate system history, an end-user should never delete a job code. Instead when a job code is no longer needed, it should be inactivated.



*NOTE: Before inactivating a job code, a user must first inactivate each position associated with the job code. The procedure for inactivating positions is located in Section 3 of this chapter.*

To inactivate a job code, perform the following steps:

- Follow the navigational path to the **Job Code** page group:  
Home → Develop Workforce → Manage Positions (USF) → Setup → Job Code Table
- Confirm or Enter Set ID
- Enter the job code number in the **Job Code** field.
- Click . The **Job Profile** page appears.
- Click  to insert a row.
- Update **Effective Date**.
- Change **Status** to “Inactive.”
- Click .

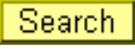
## Reactivating Inactive Job Codes

Inactive job codes can be reactivated if necessary. To reactivate an inactive job code, perform the following steps:



- Follow the navigational path to the **Job Code** page group:  
Home → Develop Workforce → Manage Positions (USF) → Setup → Job Code Table
- Confirm or Enter Set ID
- Enter the job code number in the **Job Code** field.

*NOTE: The job code number should be entered in all caps.*

- Click . The **Job Profile** page appears.
- Click  to insert a row.
- Update **Effective Date**.
- Change **Status** to “Active.”

Click .

*NOTE: After reactivating the job code, a user can then reactivate the associated positions, if necessary. The procedure for reactivating positions is located in Section 3 of this chapter.*