## Creating a "Dummy" Job Code
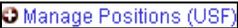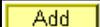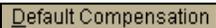
| | |
|---|---|
| 1. | Click the **Develop Workforce** link.<br>⊕ Develop Workforce |
| 2. | Click the **Manage Positions (USF)** link.<br>⊕ Manage Positions (USF) |
| 3. | Click the **Setup** link.<br>⊕ Setup |
| 4. | Click the **Job Code Table** link.<br>Job Code Table |
| 5. | Click the **Add a New Value** link.<br>Add a New Value |
| 6. | Change or confirm the **SETID**.<br>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. |
| 7. | Click in the **Job Code** field. |
| 8. | NOTE: The job code number is the smart-coded Position Description number.<br>NOTE: The job code number should be entered in all caps.<br>Enter the desired information into the **Job Code** field. Enter a valid value, e.g. "**002980**". |
| 9. | Click the **Add** button.<br>Add |
| 10. | In the **Effective Date** field, enter the date this action was authorized if it differs from the defaulted date, which is today's date. |
| 11. | Click in the **Occupational Series** field. |
| 12. | Enter the desired information into the **Occupational Series** field. Enter a valid value, e.g. "**0142**". |
| 13. | Click the **Default Compensation** tab.<br>Default Compensation |
| 14. | Click in the **Pay Plan** field. |
| 15. | Enter the **Pay Plan** "ZZ".<br>Enter the desired information into the **Pay Plan** field. Enter a valid value, e.g. "**ZZ**". |
| 16. | Scroll as necessary to view the rest of the page.<br>Click the horizontal scrollbar. |
| 17. | Click the **Save** button.<br>Save |

| 18. | The "dummy" job code is saved. <br> **End of Procedure.** |
|---|---|