Creating a Job Code

1.	Click the **Develop Workforce** link. Develop Workforce
2.	Click the **Manage Positions (USF)** link. Manage Positions (USF)
3.	Click the **Setup** link. Setup
4.	Click the **Job Code Table** link. Job Code Table
5.	Click the **Add a New Value** link. Add a New Value
6.	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**. You can change the **SetID** .
7.	Press **[Tab]**.
8.	Enter the Job Code number you wish to add into the **Job Code** field. Enter a valid value, e.g. "**RS8045**". Note: The job code number is the smart-coded Position Description number and should be entered in all caps.
9.	Click the **Add** button. Add
10.	In the **Effective Date** field, enter the date this action was authorized if it differs from the default 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. "**0201**".
13.	Press **[Tab]**.
14.	Enter the desired information into the **Official Posn Title Code** field. Enter a valid value, e.g. "**07**".
15.	Press **[Tab]**. 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.
16.	Click the ***Manager Level** list.
17.	Select the desired entry. Supv/Mgr

18.	Enter the value of "40.00" for the **Standard Hours** and "W" for the **Standard Work Period** of Weekly, if necessary. 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.
19.	Click the **Regular/Temporary** list.
20.	Select the desired entry. Regular
21.	Click the **USA icon** button.
22.	Scroll as necessary to view the information contained in the **USA** icon.
23.	Click the ***FLSA Status** list.
24.	Select the desired entry. Exempt
25.	Click the **US Federal icon** button.
26.	Scroll as necessary to view the information contained in the **US Federal** icon.
27.	Click in the **Sub-Agency** field.
28.	Enter the desired information into the **Sub-Agency** field. Enter a valid value, e.g. "**11**".
29.	Press **[Tab]**.
30.	Enter the desired information into the **POI** field. Enter a valid value, e.g. "**4183**".
31.	Press **[Tab]**.
32.	Enter the desired information into the **Bargaining Unit** field. Enter a valid value, e.g. "**0018**".
33.	Click the **Fund Source** list.
34.	Select the desired entry. Appropriated Funds
35.	Click the **PATCOB Code** list.
36.	Select the desired entry. Professional
37.	

38.	If the OF-8 indicates that an **Employee Financial Interests** or **Executive Financial Disclosure** background investigation is required, check the checkbox. Check the **IA Actions** checkbox if the OF-8 indicates that classification findings will support a request to increase allocations. Enter the **Target Grade** if the job code is for a career ladder job code and represents the target grade.
39.	Scroll as necessary to view the **Default Compensation** tab at the top of the screen.
40.	Click the **Default Compensation** tab. Default Compensation
41.	Click in the **Pay Plan** field.
42.	Enter the desired information into the **Pay Plan** field. Enter a valid value, e.g. "**EG**".
43.	Press **[Tab]**.
44.	Enter the desired information into the **Table** field. Enter a valid value, e.g. "**0000**".
45.	Press **[Tab]**.
46.	Enter the desired information into the **Grade** field. Enter a valid value, e.g. "**00**".
47.	Press **[Tab]**. The salary survey information appears in the **Salary Survey** area.
48.	Scroll as necessary to view the **Save** button at the bottom of the screen.
49.	Click the **Save** button. Save
50.	The job code is created. **End of Procedure.**