



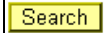






Modifying Job Code Data

1.	Click the Develop Workforce link. 
2.	Click the Manage Positions (USF) link. 
3.	Click the Setup link. 
4.	Click the Job Code Table link. 
5.	NOTE: The SetID should default to your agency's SetID . Confirm or enter the SetID .
6.	Press [Tab] .
7.	Enter the desired information into the Job Code field. Enter a valid value, e.g. "RS8045" .
8.	Click the Search button. 
9.	Click the Add a new row at row 1 button. 
10.	Click the Choose a date button. 
11.	Navigate as necessary and click on the desired date. 
12.	
13.	Scroll as necessary to view the Save button.
14.	Click the Save button. 
15.	The job code data for an active job code is modified. End of Procedure.