Reactivating Inactive Job Codes
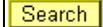
1.	Click the **Develop Workforce** link. Develop Workforce
2.	Click the **Manage Positions (USF)** link. Manage Positions (USF)
3.	Click the **Setup** link. Setup
4.	Click the **Job Code Table** link. Job Code Table
5.	NOTE: The **SetID** should default to your agency's **SetID**. Confirm or enter the **SetID**.
6.	Press **[Tab]**.
7.	Note: The **Job Code** number should be entered in all caps. Enter the desired information into the **Job Code** field. Enter a valid value, e.g. "**RS8045**".
8.	Click the **Search** button. Search
9.	Click the **Add a new row at row 1** button. +
10.	Click the **Choose a date** button in order to enter the **Effective Date** for when the Job Code should be activated.
11.	Navigate as necessary and click on the desired date for when the **Job Code** should be activated. 15
12.	Click the ***Status** list.
13.	Click the **Active** entry in the **Status** list. Active
14.	Scroll as necessary to view the **Save** button.
15.	Click the **Save** button. Save
16.	The job code that was inactive is reactivated. **End of Procedure.**