Allowing a Comm Corps Officer to Participate in Workflow

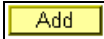|	
1.	Click the **Develop Workforce** link. ⊙ Develop Workforce
2.	Click the **Manage Positions (USF)** link. ⊙ Manage Positions (USF)
3.	Click the **Setup** link. ⊙ Setup
4.	Click the **Job Code Table** link. Job Code Table
5.	Click the **Add a New Value** link. Add a New Value
6.	Change or confirm 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**. Click in the **Job Code** field.
7.	NOTE: The job code number is the smart-coded Position Description number. 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. "**002880**".
8.	Click the **Add** button. Add
9.	In the **Effective Date** field, enter the date this action was authorized if it differs from the default date, which is today's date. Click the **Choose a date** button.
10.	Select the desired entry. Click **8**. 8
11.	Click in the **Occupational Series** field.
12.	Enter the desired information into the **Occupational Series** field. Enter a valid value, e.g. "**0342**".
13.	Click the **Default Compensation** tab. Default Compensation
14.	Click in the **Pay Plan** field.
15.	Enter the desired information into the **Pay Plan** field. Enter a valid value, e.g. "**ZZ**".
16.	Scroll as necessary to view the **Save** button.

| 17. | Click the **Save** button. |
| 18. | **End of Procedure.** |