

# JOB CODE REQUEST FORM

Please contact ERP  
ePAF and FACET  
functional analyst prior  
to submitting request  
for new job code.

JOB CODE (6 characters):

Requested By: \_\_\_\_\_ Date Requested: \_\_\_\_\_

JOB CODE TABLE (pages): JOBCODE\_TBL1\_GBL, JOBCODE\_TBL2\_GBL, JOBCD\_COMP\_RATE, JOBCD\_NON\_BASE

Change to Existing Job Code?

Briefly describe reason for New  
or Change to Existing Job Code:

## Job Code Profile:

SetID:  Effective Date:  Status:

Job Title:  Short Job Title:

Job Description:

Job Function Code:  Job Subfunction:  Job Family:  Pay Group:

Standard Hours:  Work Group:  Worker's Comp Code:

Standard Work Period:  Comp Frequency:  Manager Level:

Regular/Temporary:  ☐ Medical Checkup Required Union Code:

SAL = Regular; OPS = Temp

USA: \*EEO-1 Job Category:  \*EEO-4 Job Category:

\*EEO-5 Job Category:  \*EEO-6 Job Category:

IPEDS-S Job Category:  EEO Job Group:

\*FLSA Status:  \*Tipped:

Evaluation Criteria: ☐ Used by Position Management <== This box should only be marked for Salaried Positions

## Deafult Compensation:

Salary SetID:  Salary Plan:  Grade:  Step:

## Job Code Base Components:

Comp Rate Code:  Currency:  Frequency:

If the job code overrides the normal salary expense account (710136), enter 6 digit expense account here:

Approved by:  Date Approved: \_\_\_\_\_

Entered by ERP Member:  Date Entered: \_\_\_\_\_