



## Job Aid - Review and Edit Salary and Travel Data: Job Code/Position Title

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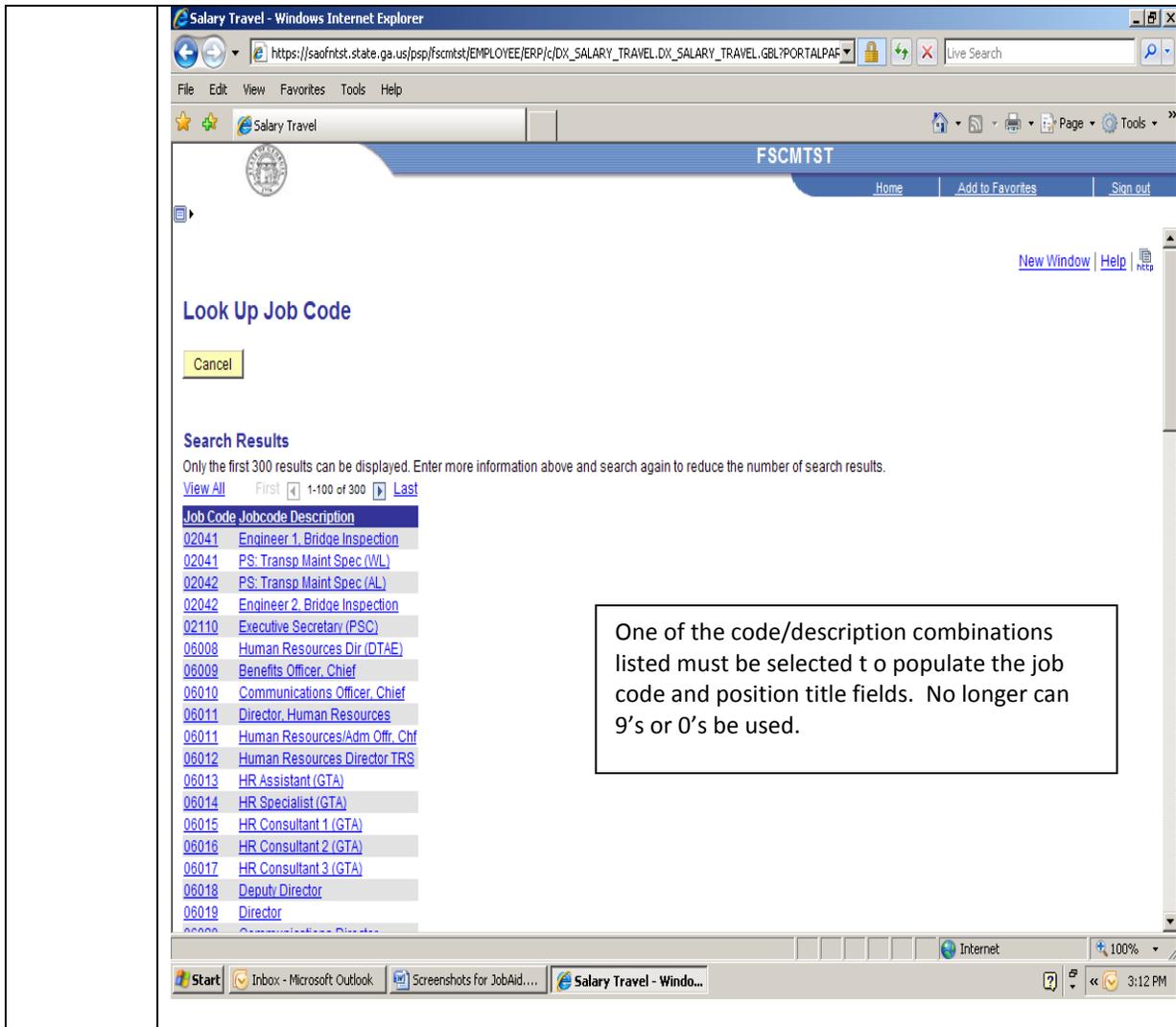
1	Click the <b>Salary Travel Per Diem</b> link.
2	Click the <b>Maintain/Approve</b> link.
3	Click the <b>Salary Travel</b> link.
4	Verify that your Business Unit number defaults in the <b>Business Unit</b> field.
5	The current fiscal year defaults in the <b>Fiscal Year</b> field. Note: You can view prior year information by changing this value.
6	To access a data record, use the EmplID or Name field or click Search to get a list
7	Enter the appropriate information into the <b>Name (last name first) or EMPID</b> field. Note: The name field is not case-sensitive.
8	Click the <b>Search</b> button.
9	The record is retrieved. There is Travel expense with no Salary. The Position Title and Job Code fields are open.
10	<i>Use Look-Up icon for the Job Code field to select the correct job code/description combination. Double click the code or description listed to populate the Job Code and Position Title fields.</i>

When there is travel expense without a Salary, the Job code and Position Title fields are open. The correct job code must be selected; the corresponding description for the Position Title will populate.

The process will not accept 99999 or 00000. The correct job code/description combination must be selected before the final Approval can be done.

No Salary

*Job Code List Below:*



11 If known the Job Code can be entered directly in the field, then Press **[Tab]** to populate the Position Title field with the corresponding job description.

**Note:** The process will not allow invalid numbers or all 0's or all 9's to be entered into the Job Code field; nor will the process allow for a Position Title to be entered without its corresponding job code.

12 Select Travel Verified.

13 Save the record.

14 You have successfully completed the **Review and Edit Salary and Travel Data - Job Code/Position Title** topic.  
**End of Procedure.**