



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

Date Created: 07/31/2009

Reviewed: June 2014

1	Click the Salary Travel Per Diem link.
2	Click the Maintain/Approve link.
3	Click the Salary Travel link.
4	Verify that your Business Unit number defaults in the Business Unit field.
5	The current fiscal year defaults in the Fiscal Year 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 Name (last name first) or EMPID field. Note: The name field is not case-sensitive.
8	Click the Search 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>

Business Unit: 43000 Judicial Branch Fiscal Year: 2009 Related BU: 43000

FEI/SSN/Employee ID: 00128632

Position Title: Title Description not Provided Job Code: []

Personal Services: 0.00 Travel: 110.80

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By	Last Change Date
FIN	0.00		110.80 Other	<input type="checkbox"/>	LOAD	07/24/2009 10:54:43AM
ADJ	0.00		110.80 Other	<input type="checkbox"/>	LOAD	07/24/2009 10:59:37AM

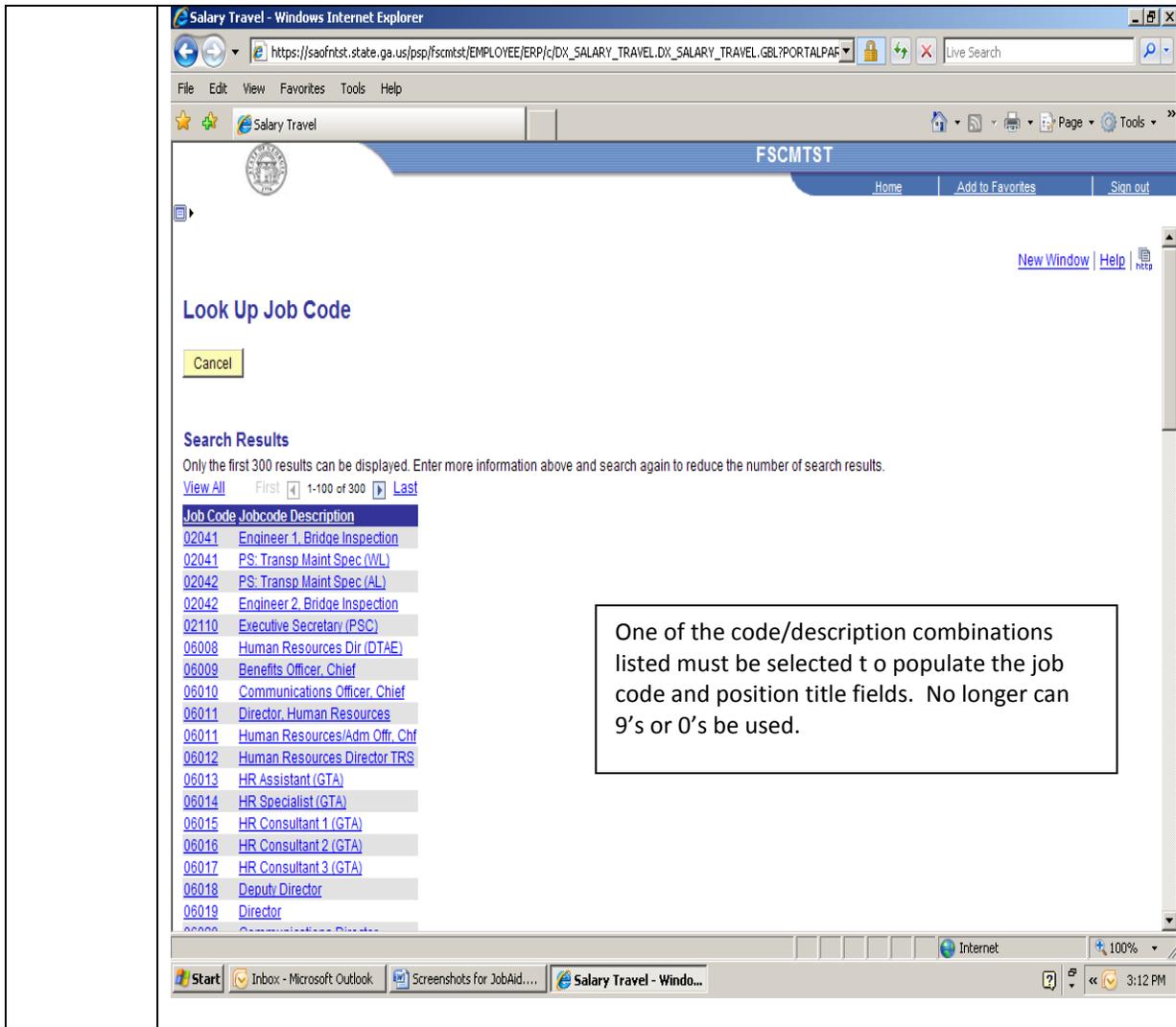
Save Return to Search Previous in List Next in List

No Salary

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.

Job Code List Below:



11	<p>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.</p> <p>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.</p>
12	Select Travel Verified.
13	Save the record.
14	<p>You have successfully completed the Review and Edit Salary and Travel Data - Job Code/Position Title topic.</p> <p>End of Procedure.</p>