

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

Date Created: 06/30/2016

Reviewed: June 2016

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.  The record is retrieved. There is Travel expense with no Salary. The Position Title and Job Code fields are open.

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.

TeamWorks FS91SAND

Salary Travel

Business Unit: 41500 Technical College System of GA Fiscal Year: 2015  
FEI/SSN/Employee ID: 00090115

Position Title: BOARD MEMBER x Job Code: A0048

Personal Services: 0.00 Travel: 4401.32  
Travel Verified:  Negative Amount: N/A  
Employee Status: Employed by other Agency Confirmed: Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00	4401.32	Other	<input type="checkbox"/>	LOAD	08/04/2015 11:56:35AM
ADJ	0.00	4401.32	Other	<input type="checkbox"/>	LOAD	08/04/2015 12:14:20PM
ADJ	0.00	4401.32	Other	<input checked="" type="checkbox"/>	PINNO415	08/21/2015 7:18:52AM

No Salary

Save Return to Search Previous in List Next in List

When there is travel 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:

Favorites ▾ Main Menu ▾ > Salary Travel Per Diem ▾ > Maintain/Approve ▾ > Salary Travel

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Look Up Job Code

Job Code:

Jobcode Description:

Basic Lookup

Search Results

Only the first 300 results can be displayed.  
View All First  Last

Job Code	Jobcode Description
02042	PS: Transp Maint Spec (AL)
02110	Executive Secretary (PSC)
06008	Human Resources Director
06010	Communications Officer, Chief
06011	Director, Human Resources
06012	Human Resources Director TRS
06017	HR Consultant 3 (GTA)
06018	Deputy Director
06019	Director
06020	Communications Director
06021	Chief of Staff
07401	MG1: Social Services
07406	Safety Officer 1
07407	TS: Facility Safety Offcr (WL)
07408	TS: Facility Safety Offcr (SP)
07414	PS:Compliance Investigator(WL)
07416	PS:Compliance Investigator(AL)
07419	Security Officer (TCSG)
07420	PS:Criminal Investigator (EL)
07421	PS:Criminal Investigator (WL)
07422	PS:Criminal Investigator (AL)
07423	MG1: Investigations
07424	PS:Compliance Investigator(AL)

One of the code / description combinations listed must be selected to populate the job code and position title fields. No longer can 9's or 0's be used.

11	<p>If known, the Job Code can be entered directly in the field, then Press <b>[Tab]</b> to populate the Position Title field with the corresponding job description.</p> <p><b>Note:</b> 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 entered without its corresponding job code.</p>
12	Select Travel Verified.
13	Save the record.
14	<p>You have successfully completed the <b>Review and Edit Salary and Travel Data - Job Code/Position Title</b> topic.</p> <p><b>End of Procedure.</b></p>