Job Codes Essentials

Manage Job Codes is where you will add, edit, and delete **Job Codes**.

On the left side of the screen, you will see a list where the first 100 job codes will appear. Specific codes can be displayed using the **Filter** button. Job codes can also be filtered by typing in a name or number into the **Search** bar. Clicking the **X** button to the right of the search bar will revert the list to the previous settings.

Once you have a job code selected, their employee information should appear at the header bar. This bar shows some basic information about the job code, such as the job code name, ID, rate, and group.

Adding a Job Code

1. Click on the **Add** button in the top right of the **Job Codes** screen (**Configuration** > **Job Codes**).
2. Enter in an unused number in the **New Number** field to act as the new job code's ID.
3. Enter the **Description**.
4. If you want to base the new job code settings on an existing job code, select it in the **Template** drop down.

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5. Once you have entered in the information for the new job code, click **Add** to add the job code to the list.

General Tab

The **General** tab is where you will enter job code information such as the description, default rates, and whether or not the job requires entry of tracked fields.

Information

The **Information** section includes basic information about the job code, such as the number, description, group, and active/inactive status.

Defaults

The **Defaults** section includes a number of settings that this job code will default to, such as clockable information and rate.

Tracked Fields

Tracked fields are numerical values that you can require an employee to enter before or after working a segment. Common uses for Tracked fields include tips, commissions, calls, parts, mileage, and any other variables that may change with each shift. Up to three different tracked fields can be defined within the **Company Settings**. The software can be set to ask employees to enter in any of the tracked fields manually, when they clock in and/or out.

Renumbering a Job Code

To renumber a job code, simply change the value in the **Number** field in the **Information** section on the **General** tab. Enter a new unique number for the job code and select **Save** to change the job code to the new number.

Deleting a Job Code

To delete a job code, click on the **Delete** button. You will then be asked if you want to delete the job code. If so, click **Ok** to remove the job code from your database. Please note that this will only work with **job codes that do not have any segments assigned to them**. If one or more employees have hours in the job code, you will instead be asked if you would like to deactivate the job code on the master level and/or employee level. Disabling the job code on the master level will prevent all employees from clocking into the job code, while disabling it on the employee level will only disable it for the employees that currently have it active.

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