Creating New PeopleSoft Job Codes

The following are instructions when a new job code needs to be created in PeopleSoft. Please email RBHS Faculty Affairs at rbhsfacultyaffairs@rbhs.rutgers.edu, with the attributes below, and attach the approved FTF.

Faculty member's Name:
Job Code:
Effective date: (*This is the effective date that the faculty member was appointed into the job code*)
Union Code:
Title: (*This is the PS job title, i.e., ASST PROF-PROF PRAC-DIR*)
Contract: (*10 or 12-month*)
Salary Table:
Salary Grade:
Class: (*1, 4, 7, 8*)
FTE:
Tenure Status: (*NTT, TT, TE*)
EEO Code: (*Type in <u>one</u>: B01=Tenure & Tenure track; B02=Clinical Faculty; B03=Coterminous Faculty; B04=Adjunct Faculty; B05=Non-tenured Faculty*)
SO Code: 25-1000 (*always this code*)

Once the code has been created in UHR, a confirmation email will be sent from the RBHS Faculty Affairs Office.