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 one: 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.