

*****JOB CLASSES NEED TO BE SET UP/CHANGED PRIOR TO HIRING/CHANGING AN EMPLOYEE OR THEY MAY NOT BE PAID IN A TIMELY MANNER*****



JOB CLASS SET-UP FORM

New Modify Existing Inactivate/Delete

Job Class #: _____ (If making change to an existing Job Class)

*** Job Class Title: _____

*****If modifying an existing Job Class title, please enter old title here:*****

Group/BU : _____

Location : _____

Base Pay Type : _____

(Salary Regular-100, Salary Exempt-105, Salary Regular Import-120, Salary Exempt Import-115, Hourly-150, contact Financial Services for any others)

Longevity Pay Type: _____

(Pay Type 290 Flat Amount or Pay Type 295 % Add to Base)

L&I Risk Deduct Code: _____

(#8100 Field 1501-00, #8102 Clerical 5306-07 or #8104 Law Enforce 6905-01)

<u>Salary Table</u>	<i>or</i>	<u>Hourly Rate</u>	<u>Special Pays, Deductions or</u>
Grade: _____		Rate : _____	<u>Accruals</u>
Min Step: _____		Monthly : _____	_____
Max Step: _____			_____

*****Please attach any Commissioner resolutions or Salary Matrix/Salary Range's as backup documentation*****

Department Head or Elected Official Approval:

Signature *Date*

Commissioner or Budget Manager Approval:

Signature *Date*

Human Resources Approval:

HR Notes: _____

Signature *Date*

Received by Financial Services: _____

Processed on: _____

Scanned: _____

By: _____