

## JOB CLASS CODE FOR CLASSIFIED STAFF WORK INSTRUCTIONS (CLS-W002)

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

## 1.0 WORK INSTRUCTION: THE INFORMATION NECESSARY TO ADD OR MODIFY A JOB CLASS CODE IN MUNIS.

- 1. Log into MUNIS
- 2. Select "Job Class Master"
- 3. You will need to determine which number/code to use before you add a new job class code. Depending on the type of position and where the position will be located will help determine what to use for the job class code.(three-digit number, three-digit number with letter, or three to four letters).
- 4. Verify within MUNIS that the new job class code is not already being used. To verify this, click the magnifying glass (search) in the tool bar, and type in the next number that would be used. (If it is a used number, the information for that position would appear. If it is a number has not been used you will get a message in the bottom left- hand corner in red that states "no data available".)
- 5. Once you have verified the new job class code is not in use, find a job class code with the same grade and days per year.
- 6. When you have found the similar job class code, click the copy button at the top.
  - It will come up with a box that says "Copy this job data to a NEW job class code:", that is where you will enter the new job class code.
  - It will ask you to proceed with copy and you will click yes.
  - It will open up the new job class code, but it will have brought over the short description and the long description from the copied job class code. You will hit update to change the short description and the long description.
    - The short description will have 10-character spaces available to give a short description of the job title.
    - The long description will have 30-character spaces available to give a long description of the job title.
- 7. You typically do not want to make changes straight to an existing job class code, because anything you change on the job class code will affect the historical data of that job class code and anyone who has held it. The only main thing you could change without prior approval from the Chief Human Resource Officer and Business Affairs would be changing the grade of it as long as it is within the same days per year.
  - To modify an existing job class code, click the search button in the tool bar (magnifying glass) and type in the job class code and click accept, the check mark.
  - Click the update button in the tool bar, edit where necessary and click the check mark.
- 8. The HR Analyst will issue the position control number for any positions within the new job class code that are needed.
- 9. Notify HR Department Representative what the new job class code is so they can add the job description to the website under the appropriate department/location.
- 10. Notify the Payroll Manager that you have created a new job class code.



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- 11. Notify programmers@cmcss.net that you have created a new job class code.
- 12. Add the new job class code to the "Master JCC list to use when creating JCC 11.3.23" a found in my documents and the "Job Class Codes" google sheet. Add appropriately to the numerical sheet and the alphabetical sheet.

\*\*\*End of Instruction\*\*\*