

# **Adding Additional Job Codes**

## **Request Instructions**

**If your location has a locally-funded employee (LFE) that is already active on Conference payroll and your location would like to add another LFE job code/title, such as:**

- **Guest Teacher**
- **Substitute positions (teacher, office staff, aide, etc.)**
- **Principal Release position**
- **Or other new positions to an already active employee**

For any additional job code requests from your location (when the employee is **already** an active employee in the Oregon Conference with another position), please submit your request using the following link.

1. Complete the employee section at the beginning for who you are requesting a new job code for. If you don't have a phone number on hand for the employee, just enter "000-000-0000-".
2. Select the "**Adding a new job code/title to a current ORC employee**" option.
3. Under **Job Details**, select the "**Locally-funded**" option in the Job Details section of the form.

Complete the rest of the form. Once HR gets this information, the Treasury/Payroll office will be notified of the additional job code request.

To submit a request to add an **additional** job code to a locally-funded employee that is already an active employee,

use this linked form: [\*\*Additional Job Code Request <click here>\*\*](#)

Additional Job Code Request is  
Submitted to HR using the above link

↓

Payroll is notified of the new position and job code is created for payroll processing

Timecards submitted for positions that have not been created or set up may not be processed on the current pay period.