

Adding Additional Job Titles

If your entity has a locally-funded employee (LFE) that is already active and your location is requesting to create or 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 New Job Code requests from your location (employee is already active with another position), please submit your request to Human Resources using the following link.

1. Select the **“Update Employee Information”** under *Type of Employment* section.
 - a. Then choose the **“Job Title”** & **“Pay Rate”** option.
 - b. Add any clarifying remarks in the “Explanation of changes” box.

These request forms, once approved, will update directly to their employee file and the Treasury/Payroll office will be notified of the changes.

To submit a request to create an additional/new job code for an already active employee, use this linked form: [Employee Status Change <click here>](#)

We cannot accept timecards or payroll summaries for positions that have never been created or requested.

DEADLINES: All payroll change requests, including adding new job codes/titles, must be submitted by the 20th of each month for that month’s payroll processing.