

## 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](mailto: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=Cotermious 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.