Note: The following information is mandatory to complete the process of Add a New Job to the PeopleSoft System. Fields that are not used by the State of Georgia are not shown. This form is only used by HRA.

**Agency Information:**

Filled by agency.

|  |  |
| --- | --- |
| **CO ID:** | **Agency Name:** |
| **Contact Name:** | **Contact e-mail:** |

**New Job Code PeopleSoft Information:**

All fields are required by AGENCY.

**Effective Date**: The date for new job code effective

**Job Title**: Formal job title, 30-character limit

**Short Job Title**: 10-character limit

**Job Description**: General job summary for the new job code

**Job Function**: Which job function for the new job code

**Sub Job-function**: Associated with job function

**Job Family**: Which job family for the new job code, it will affect HRA to choose the range for the new job code.

**Manager Level**: To determine the career band, manager or not manager

**Compensation Frequency**: How often the payroll for the new job code

**EEO-4 Job Category**: EEO-4 status for new job code

**FLAS Status**: FLAS status for new job code

**Salary Plan**: Which salary plan for the new job code

**Grade**: Which grade for the new job code

**Step**: If the new job code belongs to a step plan, put the actual step; if the new job code belongs to a non-step plan, leave it blank. For SWD plan, step always be 1.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Effective Date:** | | | **New Job Code (assigned by HRA):** | | |
| **Job Title** (max. 30 char.) | | | **Short Job Title** (max. 10 char.) | | |
| **Job Description (General Summary)** | | | | | |
| **Job Function Code** | | | **Job Subfunction** | | |
| **Job Family** | | | **Manager Level** | | |
| **Compensation Frequency** | | **EEO-4 Job Category** | | **FLSA Status** | |
| **Sal Plan** | **Grade** | | **Step\*** | | *\*If the salary plan is SWD, the step will always be 1* |

**Please list Entry Qualifications for entry into PeopleSoft (Required)**

Note: Only list minimum education degree, working experience and required certification or license.

|  |
| --- |
| **Minimum Qualifications:** |

**Please list Responsibilities for entry into PeopleSoft (Required)**

No more than 15 responsibilities for one job.

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|  |

**Please list Technical Competencies for entry into PeopleSoft (Optional)**

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|  |

**Please list any Career Development for entry into PeopleSoft (Optional)**

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| --- |
|  |

**HRA Contact Info:**

Filled by HRA.

|  |  |
| --- | --- |
| **HRA Contact Name:** | **HRA Contact e-mail:** |