

# Employee Classification Codes for Payroll (PR-ADM-5)

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## **Table of Contents**

Overview .....	3
Reviewing Group/BU Codes .....	3
Location Codes.....	4
Summary Class Codes .....	4
Job Class Codes .....	5
Appendix A .....	7
Standard Location Codes .....	7
APPENDIX B.....	8
Summary Classes – Certified .....	8
Certified Extra Service Pay (5000 to 5999).....	8
Summary Classes - Classified .....	9

## Overview

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This document provides instructions for setting up and reviewing employee classification codes:

- Group/BU Codes
- Location Codes
- Summary Classes
- Job Class Codes

These codes must be established before employees can be added to the system and payrolls processed, since the files contain many of the defaults and codes used in these processes. Group/BU Codes and Summary Classes are maintained from the state level, so additional codes should not be added and existing codes should not be changed. While Location Codes are assigned by the state, districts can add codes in a specific range. With the introduction of Summary Classes, districts are now able to set up additional Job Class Codes as needed.

## Reviewing Group/BU Codes

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Group/BU Codes represent classifications/groupings of employees. Each employee must be linked to a Group Code. Payrolls can be generated by group code ranges and many reports will provide the option to report on a particular group code. Group/BU Codes are maintained from the state level. Additional codes should not be added and existing codes should not be changed. Below is a list of the state-maintained Group/BU Codes. To review Group/BU Codes in EERP select the Group/BU program in the Payroll Setup menu.

<b>Group/BU Code</b>	<b>Group/BU Description</b>
<b>CERT</b>	Certified Personnel
<b>CLAS</b>	Classified Personnel
<b>SUBS</b>	Substitute Personnel
<b>STDT</b>	Student Personnel
<b>PARA</b>	Para-Professional
<b>BRDM</b>	Board Member
<b>RCER</b>	Retired Certified
<b>RCLA</b>	Retired Classified

## Location Codes

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The Location Code is a general grouping category assigned to each employee. Payrolls are generated by location ranges, checks are sorted by the primary location code found on the employee master file, and many reports will provide the option to print in location sequence. Location Codes are assigned by the state, but districts can add Location Codes between 970 - 999. A list of standard Location Codes is included in [Appendix A](#).

To Add a Location Code in EERP select the **Location Codes** program in the Payroll Setup menu.

1. Select **Add** from the menu.
2. Enter the new Location Code.
3. Enter a Short Description and a Long Description of the new Location Code. (Kentucky school districts do not use the Local Tax Deduction and Payroll Entity Code fields.)

## Summary Class Codes

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In the past, all Job Class Code numbers were assigned by the KDE. This restriction allowed for consistency in reporting and the ability to aggregate and compare data received by the state. However, this limited districts' ability to use the Job Class Code field for district purposes. For example, a district might need to track high school teachers at a more detailed level than the state-assigned code of 2060 - High School Classroom Teacher.

Districts may add new Job Class Codes, assigning them to the Summary Class matching the statewide standards. Any new Job Class Codes should be carefully planned before this feature is utilized. More information on adding new Job Class Codes is contained in the next section. Districts that do not want to add Job Class Codes should not notice any changes in the setup.

Summary Classes should not be added by the district unless the code is a state-maintained summary class code range. New codes have been added over the years and may not have yet been added to EERP by the district EERP administrator.

Note the following ranges:

<b>Summary Classes</b>	<b>Summary Class Description</b>
<b>0010 to 3999</b>	Certified Job Classes
<b>5000 to 5999</b>	Certified Extra Service Job Classes
<b>7000 to 7999</b>	Classified Job Classes

See [Appendix B](#) for links to a list of Summary Class Codes.

## Job Class Codes

The Job Classification Codes describe the types of jobs for which an employee is hired, establishing default information about all the possible jobs a district employee may work. Each Job Class Code requires a Kentucky-specific Summary Class Code. Districts may track employees at a more detailed level if desired by adding new, district-specific Job Class Codes, while still retaining consistency in reporting by assigning a valid Summary Class Code to the new Job Class Code.

It is important to plan adequately before adding additional Job Class Codes. The ranges for Summary Class Codes for Certified, Certified Extra Service, and Classified employees remain the same:

Summary Class Codes	Summary Class Code Description
<b>0010 to 3999</b>	Certified Summary Class Codes
<b>5000 to 5999</b>	Certified Extra Service Summary Class Codes
<b>7000 to 7999</b>	Classified Summary Class Codes

**Warning:** *It is possible that Summary Class Codes authorized by the state are not in EERP and may have to be added to EERP. Do not use the ranges listed above when adding new district-specific job class codes. If a new, district-specific Job Class Codes is desired, use the 4000 range for adding Certified Job Class Codes, the 6000 range for adding Extra Service Job Class Codes, and the 8000 range for adding Classified Job Class Codes.*

### Number ranges to be used when adding new job class codes:

Job Class Codes	Job Class Code Description
<b>4000 to 4999</b>	Certified Job Class Codes
<b>6000 to 6999</b>	Certified Extra Service Job Class Codes
<b>8000 to 8999</b>	Classified Job Class Codes

Keep these ranges in mind when you plan the number of a new Job Class Code and the linked Summary Class.

**NOTE:** *When adding new Job Class Codes, be sure to enter both a Summary Class and a Risk Code. Employees will not be included on the KSBIT Workers' Compensation Annual Report if a Risk Code is not entered. Other statewide reports will not contain all employees if the Job Class Code is not linked to a Summary Class.*

To Add a Job Class Code select the Job Class Master program from the Payroll Setup menu.

Enter the following fields:

Job Class Master Field	Job Class Master Field Description
Job Class Code	Enter the new job class number, in the correct range (see above).
Short Desc	Enter a 10-character description of the Job Class Code.
Long Desc	Enter a complete description of the Job Class Code.
Summary Class	Select a state-assigned Summary Class in the correct range. <b>This field must be filled in for statewide reports to run correctly.</b>
Group Code	Enter the default Group: <b>CERTified, CLASsified, SUBStitute, STDT (Students), BRDM (Board Member), or PARA (Para-Professionals).</b>
Risk Code	Enter the default Risk Code used on all Employee Recurring Pay records. <b>This field must be filled in for the KSBIT Report to run correctly.</b>
Days Worked	Checkmark <input checked="" type="checkbox"/> if using Time and Attendance tracking.

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## Appendix A

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### Standard Location Codes

<b>Location Code</b>	<b>Location Description</b>
<b>000</b>	District Wide
<b>001</b>	Central Office
<b>002 to 899</b>	School Number as assigned by the state
<b>901</b>	Bus Garage
<b>910</b>	Central Stores/Warehouse
<b>920</b>	Maintenance Shop
<b>930</b>	Family Resource/Youth Services Centers (Can be tied to school number if the center is located at the school. This number would be one number greater than the school number if it is a FRYSC and two numbers greater than the school number if it is a daycare.)
<b>950</b>	Community Service Building
<b>951</b>	Adult Education Building
<b>955</b>	Community Education Facility
<b>960</b>	Child Care Facility
<b>970 to 999</b>	To be assigned locally

## APPENDIX B

### Summary Classes – Certified

Certified staff job codes information is available at the following Division of Education Professional Standards Board's website link: [EPSB Website](http://www.epsb.ky.gov/mod/page/view.php?id=99).  
[\(http://www.epsb.ky.gov/mod/page/view.php?id=99\)](http://www.epsb.ky.gov/mod/page/view.php?id=99)

The Summary Class codes are found in the **LEAD Manual**.

### Certified Extra Service Pay (5000 to 5999)

Summary Class	Summary Class Description
5000	Adult Education-XDuty
5105	Head Coach-XDuty
5110	Assistant Coach-XDuty
5115	Athletic Director-XDuty
5120	Attendance Reporter-XDuty
5125	Speech And Drama-XDuty
5130	Music/Vocal-XDuty
5135	Music Instrumental-XDuty
5140	Class Sponsor-XDuty
5145	Gifted Education-XDuty
5150	Recreation Supervisor-XDuty
5160	Extra Curr Activities-XDuty
5165	Secretarial and Clerical-XDuty
5170	Curriculum Study-XDuty
5175	Publication Supervisor-XDuty
5180	Textbook Supervisor-XDuty
5185	Department Head-XDuty
5190	Vocational Activities-XDuty
5195	Tutor-XDuty
5200	Audio Visual Supervisor-XDuty
5210	Principal Service-XDuty
5215	Asst Principal Service-XDuty
5220	Superintendent Service-XDuty
5225	Deputy Supt Service-XDuty
5230	Director Service-XDuty
5235	Coordinator Service-XDuty
5240	Centr Off Superv Svcs-XDuty
5245	Other Services-XDuty
5250	Supervisor of Teachers-XDuty
5255	Military Service-XDuty



<b>Summary Class</b>	<b>Summary Class Description</b>
<b>5260</b>	Other Experience-XDuty
<b>5270</b>	Book Store Supervisor-XDuty
<b>5275</b>	Snack Bar Supervisor-XDuty
<b>5280</b>	Lunch Room Supervisor-XDuty
<b>5285</b>	Student Supervisor-XDuty
<b>5290</b>	Guidance Counselor-XDuty

### **Summary Classes - Classified**

Classified job codes and descriptions guide local school districts in defining positions by the level of training and responsibility. A list of Classified Summary Class Codes can be found on the [School District Personnel Information webpage](https://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx).

(<https://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx>)