

Oklahoma Cost Accounting System - Payroll Cheat Sheet

Job Code	Support Staff Job Titles	Allowable Function Codes	Job Code	Support Staff Job Titles	Allowable Function Codes
404	Career Aide	2120	704	Electrician	2620,3140,3160, 4600
407	Extracurricular Activity Aide	2199,3300	705	HVAC Mechanic	2620,3140,3160, 4600
410	Library Aide	2220	707	Maintenance Repairers	2620,2630,2640, 2740,3140,3160
411	Media Center Aide	2220	712	Vehicle Mechanic	2650,2740
413	Teaching/Classroom Aide	1000,2213,2192	801	Bus Driver	2574,2720,3190
502	Computer Technician	2230,2580	803	Substitute Bus Driver	2720,3190
511	Purchasing Agent	2511,2520,3120	901	Construction Laborer	2620,4300,4600, 4700
513	Supervisor	Various	902	Freight, Stock & Mat'l Handler	2520,3130
601	Bookkeep/Acct/Enc. Staff	2313,2330,2511, 3140,3190,3300	905	Groundskeeper	2630
602	Cashier	3120,2511,2199	907	Vehicle Washer/Cleaner	2640,2740
605	Dispatcher	2720	951	Bus Monitor/Crossing Guard	2670,2730
612	Office Manager	2321,2410,2511, 2520,2620,3120	952	Childcare Worker	3300
613	Receptionist	2321,2410,2511, 3300	953	Cook/Food Preparer	2199,3120,3130, 3160,3180,3300
614	Records Clerk	2112,2132,2312, 2410,2511,2572, 3120,3180	954	Custodian	2620,3140,3300
615	Secretary	Can't use 1000,4000,5000, 7000 & 8000 Series	958	Food Server	3120,3180,3300
690	Superintendent's Secretary	2321	961	Security Guard	2660,3190
701	Brick Mason	2620,3140,3160, 4600	963	Student Worker	1000
609	General Office Staff	2112,2120,2132,2140,2194,2212,2220,2230,2330,2340,2410,2420, 2511,2520,2530,2544,2560,2571,2572,2620,2720,3120,3150,3300,7800			

Note 1: Only the following salary object codes can be used: 120s,140s,150,180s,190s (except 192)

Note 2: Job codes above use 332 and 335 flexible benefit project codes.

Job	Cert/Supp Staff Job Titles	Function Codes	Job	Cert/Supp Staff Job Titles	Function Codes
109	Manager	2112,2113,2120,2132,2212,2220,2230,2330,2340,2490,2511,2520,2530,2560,2571, 2572,2580,2620,2670,2720,3120,3160,3180,3190	325	Grant Developer	2330,2340,2541
201	Athletic Coach	1000,2199	332	Network Administrator	2230,2580
203	Counselor	2120	334	Occupational Therapist	2135
204	Curriculum Specialist	2212	337	Personnel Officer/Specialist	2571,2572
214	Substitute Teacher	1000,2212,2213, 5500	343	Psychologist	2140,5500
301	Accountant	2313,2511	344	Public Relations Officer	2323,2560
303	Administrative Intern	2410	346	Recreation Worker	1000,2199,3300
304	Admissions Officer	2112	348	Registrar	2112,2120,2199, 2410
307	Athletic Trainer	1000,2199,2575	354	Staff Developer/Teacher Trainer	2212,2213
308	Attendance Officer	2112	356	Student Personnel Officer	2112
311	Benefits Specialist	2572	414	Teaching Assistant	1000
312	Payroll Specialist	2511,2572	415	Tutor	1000,2213,5500
315	Computer Systems Analyst	2230,2580			

Administrative Costs are in Yellow. Note: Job code 615 is admin. costs only when paired w/ 2321 function code.

Prepared by Jack H. Jenkins, CPA, P.C.

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Job Code	Certified Job Titles	Allowable Function	Job Code	Certified Job Titles	Allowable Function
101	Admin./Supervisory Officer	2212,2321,2330,2340,2410,2490,2511,2520,2542,2571,2575,2620			
103	Commandant of Cadets	1000	105	Deputy/Assistant Principal	2410,2571
104	Dean of Instruction	2490	106	Deputy/Asst. Superintendent	2321
107	Executive Assistant	2212,2321,2330,2340,2410,2490,2511,2541,2560,2572			
108	Instructr. Program Director	1000,2212,2240,2330,2340,2430			
110	Noninstr. Program Director	1500,2112,2120,2132,2140,2152,2194,2199,2212,2220,2330,2340,2410,2430,2490,2511,2520,2542,2543,2571,2580,2620,2670,2720,3120,3300			
112	Principal/Head of School	2573,257	211	Teacher Trainer	2212,2213
115	Superintendent	2321,2573	212	Teaching Intern	1000,2212
205	Education Diagnostician	2140,5500	213	Resource Teacher	1000,5500
206	Librarian/Media Consultant	2220	333	Nurse Practitioner	2132,2574
207	Remedial Specialist	1000	347	Registered Nurse	2132,2574
208	Student Activity Advisor	1000,2199	351	Speech Language Therapist	2152
209	Student Teacher	1000	353	Speech Language Pathologist	2152,5500
210	Teacher	1000,1500,2192,2212,2213,5500			

Note 1: Only the following salary object codes can be used: 110s,130s,160,170s,190s (except 193)

Note 2: Job codes above use 331 and 334 flexible benefit project codes. (Except 106, 115)

Administrative Costs are in Yellow.

Most frequently used subject codes to go with the 1000 Instruction Function Code

Subj. Code	K-8th Grade Subject Titles	Subj. Code	High School Subject Titles
1010	Pre-kindergarten (1012-half, 1013-full)	2400	Business Education
1020	Kindergarten (1022-transitional full, 1023-half)	2500	Computer Education
1050	Elementary (1051-First,1058-Eighth, etc.)	2600	Agriculture
1060	HS Special Ed (Req. 239 Program Code)	2710	Driver Education
1110	Language Arts	2715	Safety Education
1120	Speech	2720	ROTC
1130	Reading	2725	Academic Achievement
1140	Library Science	2735	Academic Team
1150	Newspaper/Yearbook	2740	ACT, SAT, PSAT Preparation
1164	Family & Consumer Science	2745	Character Education
1170	Fine Arts	2750	Communication Skills
1310	English as a 2nd Language	2760	Leadership
1320	Computer Technical Educ.	2765	Life Skills
1330	Keyboarding	2800	Arts
1340	Health/Nutrition	2950	Humanities
1360	Physical Education	3000	Music
1384	Academic Achievement	3100	World Languages
1385	Character Education	3300	Health/Physical Education
1386	Communication Skills	3400	Family and Consumer Sciences
1387	Academic Team	3500	Industrial Arts/Technology Education
1450	Personal Financial Literacy	4000	Language Arts
2100	World Languages	4400	Mathematics
2200	Mathematics	5000	Science
2250	Science	5400	Social Studies
2300	Social Studies	8000	Agriculture Education

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