

Oklahoma Cost Accounting System - Support Payroll Cheat Sheet

Job Code	Support Staff Job Titles	Allowable Function Codes	Job Code	Support Staff Job Titles	Allowable Function Codes
218	Adjunct Teacher	1000	614	Minutes/Records Clerk	2112,2132,2312,2410, 2511,2572,3120,3180
360	Certified Nursing Assistant	2132,2573	615	Secretary	Can't use 1000,4000,5000, 7000 & 8000 Series
401	Assistant Counselor	2120,2573	616	Activity Fund Custodian	
402	Bilingual Aide	1000,2213	690	Superintendent's Secretary	2321,2573,2574
404	Career Aide	2120,2573	701	Brick Mason	2620,3140,3160, 4600
405	Childcare Giver	1000,2194,3300	701	Brick Mason	2573,2620,3140,3160, 4600 Series
406	Computer Aide	1000,2230,2573,2580	702	Carpenter	2573,2620,2630,3140, 3160,4600 Series
407	Extracurricular Activity Aide	2199,3300	703	Cement Mason	2520,2530,2573,3140 3160,4600 Series
410	Library Aide	2220,2573,2574	704	Electrician	2573,2530,2620,3140, 3160,4600 Series
411	Media Center Aide	2220,2573	705	HVAC Mechanic	3160,4600 Series
412	Psychologist Assistant	2140,2573	707	Maintenance Repairers	2573,2574,2620,2630, 2640,2740,3140,3160
413	Paraprof./Teacher Asst.	1000,2213,2192	710	Plumber	2573,2620,3140,3160 4600,4700 Series
414	Paraprofessional (Tier 1)	1000,2120,2213,2574	711	Printer	2530,2573
416	Occupational Ther. Asst.	2135,2573,5500	712	Vehicle Mechanic	2573,2650,2740
417	Physical Therapy Asst.	2170,2573,5500	801	Bus Driver	3300,7800
418	Paraprofessional (Tier II)	1000,2120,2213,2574	802	Other Vehicle Operator	2720,3130
502	Computer Technician	2230,2573,2574,2580	803	Substitute Bus Driver	573,2574,2720,3190
505	Graphic Artist	2560,2573	901	Construction Laborer	2573,2620,4300, 4600,4700 Series
506	Inspector	2573,2670	902	Freight, Stock & Mat'l Handler	2520,2573,3130
507	Licensed Practical Nurse	2132,2573,2574	905	Groundskeeper	2573,2574,2630,7800
508	Media Technologist	1000,2220,2560,2573	907	Vehicle Washer/Cleaner	2573,2640,2740
511	Purchasing Agent	2511,2520,2573,3120	951	Bus Monitor/Crossing Guard	2199,2573,2574,2670, 2730
513	Supervisor	Various	952	Childcare Worker	2573,3300
601	Bookkeep/Acct/Enc. Staff	2313,2330,2511,2573, 3140,3190,3300	953	Cook/Food Preparer	2199,2573,2574,3120, 3130,3160,3180,3300
602	Cashier	3120,2511,2199	954	Custodian	2573,2574,2620,3140, 3300,7800
603	Computer Operator	2230,2580,2573	955	Dietary Technician	3120,3150,3180
604	Data Entry Clerk	2112,2199,2330,2511, 2573,2574,2580,3190	957	Facilities Maintenance Worker	2573,2574,2620,2670
605	Dispatcher	2573,2650,2660,2720	958	Food Server	3120,3180,3300
606	Duplicating/Photocopy Asst.	1000,2213,2410,2530	959	Police Officer	2573,2574,2660,2670
607	Electrical Repairers	2573,2600s	961	Security Guard	2573,2574,2660,3190
608	File Clerk	2410,2511,2573	962	Extended Childcare Provider	2573,3300,7800
609	General Office Staff	See Below	963	Student Worker	1000
610	Mail Clerk	2511,2520,2573	964	Sub Food Service/Custodial	3120
612	Office Manager	2321,2410,2511, 2520,2620,2573,3120	965	Emergency Medical Tech.	
613	Receptionist	2321,2410,2511, 2573,3300,7800			
609	General Office Staff	2112,2120,2132,2140,2194,2212,2220,2321,2330,2340,2410,2420,2511, 2520,2530,2544,2560,2571,2572,2573,2574,2620,2720,3120,3150,3300,7800			
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.					