Job codes are used by Coeus Premium as an identifier for employee types. The type of employee determines who can be budgeted per selected cost element. Therefore, if a budget person is not listed in the “Select Budget Persons” window when attempting to add them to the “Personnel Budget Details” window, most likely it is a problem with either the person’s job code, or the wrong cost element category being selected.

**APPROPRIATE JOB CODE AND COST ELEMENT PRESENT:**

Job Code numbers are constructed from the SAP Personnel Subarea and the Employee Group. In this example, U0151 means “Sr. Administrative Staff.”

Therefore, when cost element 612001: SALARY – ADMIN STAFF FT/PT is used,

the person is presented as an option when adding people to the line item:

**INCORRECT COST ELEMENT CHOSEN:**

However, if the incorrect cost element is chosen (note this is for FT/PT OVERTIME):

No one is presented in the Select Budget Persons window:
INCORRECT JOB CODE IS PRESENT:

Likewise, if an incorrect job code is used, or an invalid job code defaults into the budget persons window, even though the correct Cost Element may be selected, the person will not be presented in the Select budget persons window:

NOTE: Incorrect job codes most often default in when personnel have multiple appointments in SAP. Only one job code is present in Coeus, therefore the SAP feed may bring in an invalid code for the person.

FINDING THE CORRECT JOB CODE:

If you know that the Cost Element is correct, you can find an appropriate job code in Coeus.

From the Premium menu, choose Admin>Cost Elements>Valid Job Codes to view this window:

Expanding the folder for each cost element listed reveals the job codes associated with that cost element. Then, an appropriate job code can be entered in the job code field of the Budget Persons window and the person will be presented appropriately when budgeting the line item costs.