

## TIME REPORTING CODES

RATES EFFECTIVE 1/1/08 AFTER 0708 compounded increase 4.29% (Certificated)

Updated 01/11/08

### ABSENCE REPORTING CODES

Use with salaried assignments and summer school/intersession

TRC	Descr	Impact to Check Amount <small>(If column is blank, there is no impact to the check amount.)</small>	Employees	Charge Leave Bank?
11UNP	11-Month Unpaid Days (21-23)	-1 X Hourly Rate	Classified 11 month	---
ADOPT	Adoption		Certificated, managers, supv, and confidentials (other classified - use personal necessity)	---
BRV	Bereavement		All monthly	---
CAT	Catastrophic Leave		Prior approval required - site will receive notification from Human Resources.	Cat
CCC	Camp Comp Hours		Certificated	---
CLSLI	Clsfd Perfect Attendance		Classified monthly	---
GRT	Court Appear Subpoena Witness		All monthly	---
DBS	District Business		All monthly	---
DBSPD	District Bus Professional Dev		Certificated monthly	---
FLH	Floating Holiday		Classified monthly only	---
IA	Industrial Accident		All monthly	IA
JUR	Jury Duty		All monthly	---
LHS	Sick Leave-Half Pay	-.5 X Hourly Rate	Classified	Half Sick
MIL	Military Duty		All monthly	---
PAL	Paid Administrative Leave		By direction of Human Resources only	---
PAT	Paternity		Certificated, managers, supv, and confidentials (other classified - use personal necessity)	---
PB2HR	Personal Business 2 Hours		All monthly	---
PBUNC	Personal Business Unpaid	-1 X Hourly Rate	Certificated	---
PBUNP	Personal Business Unpaid	-1 X Hourly Rate	Classified	---
PPI	Prof and Personal Improvement		Managers, supervisors, confidentials	---
PRB	Personal Business - Sick (2 Day)		All monthly	Sick
PRN	Personal Necessity		All monthly	Sick
RH	Religious Holiday		All monthly	Sick
SLF	Sick Leave Full		All monthly	Sick
SLH	Sick Leave-Half Pay	-.5 X Hourly Rate	Certificated	Half Sick
SUS	Suspension	-1 X Hourly Rate	Classified	---
UAL	Unpaid Administrative Leave	-1 X Hourly Rate	Certificated	---
UB	Union Business		All monthly	---
UNA	Unauthorized Absence	-1 X Hourly Rate	Classified	---
UNC	Unpaid Time	-1 X Hourly Rate	Certificated	---
UNP	Unpaid Time	-1 X Hourly Rate	<b>Classified</b>	---
VAC	Vacation		Monthly eligible employees - classified, ECE, and central office managers	Vac

### COMP TIME REPORTING CODES

Report Actual Hours Only - System will convert available to time and a half automatically where appropriate.

Use only with salaried assignments

TRC	Descr	Impact to Check Amount <small>(If column is blank, there is no impact to the check amount.)</small>	Employees	Charge Leave Bank?
CPE	Comp Time Earned		Classified	Comp +
CPT	Comp Time Taken		Classified	Comp -

## TIME REPORTING CODES

### CERTIFICATED POSITIVE PAY REPORTING CODES - EFF 7/1/2007

Adds to pay check - use on hourly assignments or as extra pay on salaried assignment  
Always supply an HCM account when adding to a salaried job.

TRC	Descr	Impact to Check Amount <small>(If column is blank, there is no impact to the check amount.)</small>	Employees	Charge Leave Bank?
AED	Adult Education	25.96	Certificated	---
CRG	Regular Time - use ONLY with Hrly Certificated Employees	Hourly Rate	<b>Certificated Will not pay on salaried job</b>	---
CRH	Classroom Hourly	Max of 40.33 or Pro Rata		---
CRW	Curriculum Writing	30.57	Certificated	---
CSI	Summer School/Intersession Pay	Pro Rata	Certificated	---
CSP	Children Center Spec Proj	19.19	ECE Certificated	---
EDM	Extended Day Math	Max of 40.33 or Pro Rata	Certificated	---
EDR	Extended Day Reading	Max of 40.33 or Pro Rata	Certificated	---
EXP	Walk On Coach - Certificated	930.46 per UNIT	<b>Not an hourly rate. Report in UNITS only.</b>	---
HMG	Certificated Mgmt - Hourly	40.6 (Effec. 02-01-08)	10/11 month managers	---
JDP	Jury Duty Postponement	100.98	Certificated	---
MM	Prop MM Work	Pro Rata	Certificated	---
MOV	Facility Move at VT Rate	16.83	Certificated	---
NCT	Non-Classroom Hourly	30.57	Certificated	---
NHM	Hrly NonManagement	30.57	10/11 certificated month managers	---
PDP	Staff Development Mandatory	Pro Rata	Certificated	---
PRO	Contract Rate	Pro Rata	Certificated	---
SAT	Saturday School	Max of 40.33 or Pro Rata	Certificated	---
SIX	6 to 6 Academic Program	Max of 40.33 or Pro Rata	Certificated	---
SPV	Supervision Session Authorized	30.57	Certificated	---
TUT	Tutor	30.57	Certificated	---
WCC	Workshop Child Cen Attendee	14.35	ECE Certificated	---
WKC	Workshop Certificated	20.38	Certificated	---
WKM	Workshop Management	19.83	Certificated	---
WKP	Workshop Presenter	45.29	Certificated	---
WPC	Workshop Child Ctr Presenter	19.19	ECE Certificated	---
WPS	Teacher Working Prep	Pro Rata	Certificated	---
XTM	BTSA Monthly Meetings	20.38	Certificated	---
XTP	BTSA Support Provider	45.29	Certificated	---

### VISITING TEACHERS - RATE CHANGE EFFECTIVE 7/1/2007

TRC	Descr	Impact to Check Amount <small>(If column is blank, there is no impact to the check amount.)</small>	Employees	Earnings Code (Payroll Dept Only)
SVT	Substitute Teacher Day to Day	16.830 (8 hrs = 134.64)	Visiting Teachers - SAMS system will populate time with this code	VTS
LVT	Visiting Teacher Long Term	18.809 (8 hrs = 150.47)	Visiting Teachers - timekeeper overrides after 5 days of long term assignment	VTL
SIVTL	VT Summer/Intersession Primary Classroom Teacher	26.77 (5 hours = 133.85)	Visiting teachers assigned to SSI as the primary teachers	VSL
SIVT	VT Summer/Intersession	23.44 (5 hours = 117.21)	Visiting teachers working SSI as a substitute for another teacher	VSD
SCCVT	On ECE job record: Substitute Teacher Day to Day	14.46 (8 hrs = 115.64)	Visiting teachers - ECE day to day rate - SAMS will populate time with this code	VCS
LCCVT	Long Term Child Center VT	15.45 (8 hrs = 123.64)	Visiting Teachers - ECE long term rate	VCL

## TIME REPORTING CODES

### CLASSIFIED POSITIVE PAY REPORTING CODES

Adds to pay check - use on hourly assignments or as extra pay on salaried assignment  
Always supply an HCM account when adding to a salaried job.

TRC	Descr	Impact to Check Amount <small>(If column is blank, there is no impact to the check amount.)</small>	Employees	Charge Leave Bank?
COA	Walk On Coach - Classified	Unit Rate of 930.46	<b>Not an hourly rate. Report in UNITS only.</b>	---
EXTA	Extra Time - Absences	Hourly Rate	<i>Food Services only</i>	---
EXTC	Extra Time - POS/Computer	Hourly Rate	<i>Food Services only</i>	---
EXTCC	Extra Time - Cash Control	Hourly Rate	<i>Food Services only</i>	---
EXTCT	Extra Time - Catering	Hourly Rate	<i>Food Services only</i>	---
EXTE	Extra Time - Equipment Failure	Hourly Rate	<i>Food Services only</i>	---
EXTP	Extra Time - Production	Hourly Rate	<i>Food Services only</i>	---
EXTRA	Extra Time	Hourly Rate	Classified	---
EXTS	Extra Time - Serving	Hourly Rate	<i>Food Services only</i>	---
EXTT	Extra Time - Training	Hourly Rate	<i>Food Services only</i>	---
HWOTH	Holiday Worked Overtime (1.5x)	1.5 X Hourly Rate	Classified	---
HWOTS	Holiday Worked Straight (1x)	1 x Hourly Rate	Classified	---
LSI	Summer School/Intersession Pay	Hourly Rate	Classified	---
OTD	Overtime Double Time (2x)	2 X Hourly Rate	Classified	---
OTH	Overtime	1.5 X Hourly Rate	Classified	---
OTS	Overtime Straight Time (1x)	1 X Hourly Rate	Classified	---
REG	Regular Time - use ONLY with Hrly Classified Employees	Hourly Rate	<b>Classified - WILL NOT PAY ON SALARIED JOB</b>	---
WKL	Workshop Classified	8.00	Classified	---
WKLOT	Workshop Classified Overtime	12.00	Classified	---

### SPECIAL USE CODES

Only for use by designated offices

TRC	Descr	Impact to Check Amount <small>(If column is blank, there is no impact to the check amount.)</small>	Employees	Charge Leave Bank?
MKD	Make Up Days	Hourly Rate	Payroll office only	---
PMP	Partial Month Pay	Hourly Rate	Payroll office only	---
TSA	Transportation Sick Adjustment		Transportation only	---
TVA	Transportation Vac Adjustment		Transportation only	---
IASLF	Industrial Accident Full Sick		Payroll office only	Sick
IALHS	Industrial Accident Half Sick		Payroll office only - classified	Half Sick
IASLH	Industrial Accident Half Sick		Payroll office only - certificated	Half Sick
IAPND	Industrial Accident Pending		Payroll office only	Sick
IAVAC	Industrial Accident Vacation		Payroll office only	Vac