### TIME REPORTING CODES/EARNING CODES

Rates Effective: 07/01/18 (Updated 7/24/2018)

#### ABSENCE REPORTING CODES

### Use with salaried assignments and summer school/intersession

		Impact to Check Amount				
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?	
11UNP	UNP	11-Month Unpaid Days (21-23)	-1 X Hourly Rate	Classified 11 month		
ADOPT BRV	ABS BRV	Adoption Bereavement		Certificated, managers, supv, and confidentials (other classified - use personal necessity) All monthly		
				Prior approval required - site will receive notification from		
CAT	CAT	Catastrophic Leave		Human Resources	Cat	
CLSLI	SIL	Clsfd Perfect Attendance		Classified monthly		
CRT	ABS	Court Appear Subpoena Witness		All monthly		
DBS	DBS	District Business		All monthly		
DBSPD	DBS	District Bus Professional Dev		Certificated monthly		
FLH	FLH	Floating Holiday		Classified monthly only		
IA	WCH	Industrial Accident		All monthly	IA	
JUR	JUR	Jury Duty		All monthly		
LHS	LHS	Sick Leave-Half Pay	5 X Hourly Rate	Classified	Half Sick	
MAT	MAT	Maternity Leave		All monthly		
MIL	MIL	Military Duty		All monthly		
PAL	PAL	Paid Administrative Leave		By direction of Human Resources only		
PAT	ABS	Paternity		Certificated, managers, supv, and confidentials (other classified - use personal necessity)		
	PB2	Personal Business 2 Hours		All monthly		
	UNC	Personal Business Unpaid	-1 X Hourly Rate	Certificated		
PBUNP	UNP	Personal Business Unpaid	-1 X Hourly Rate	Classified		
PPI	PPI	Prof and Personal Improvement		Managers, supervisors, confidentials		
PRB	PRB	Personal Business		All monthly (excluding AASD and SDEA)	Sick	
PRN	PRN	Personal Necessity		All monthly	Sick	
RH	PRN	Religious Holiday		All monthly	Sick	
SAL	SLF	Adoption-Additional Leave		SDEA only	Sick	
SLF	SLF	Sick Leave Full		All monthly	Sick	
SLH	SLH	Sick Leave-Half Pay	5 X Hourly Rate	Certificated	Half Sick	
SPL	SLF	Paternity-Additional Leave		SDEA only	Sick	
SUS	SUS	Suspension	-1 X Hourly Rate	All monthly		
UAL	UAL	Unpaid Administrative Leave	-1 X Hourly Rate	Certificated		
UB	UNB	Union Business		All monthly		
UNA	UNA	Unauthorized Absence	-1 X Hourly Rate	Classified		
UNC	UNC	Unpaid Time	-1 X Hourly Rate	Certificated		
UNP	UNP	Unpaid Time	-1 X Hourly Rate	Classified		
VAC	VAC	Vacation		Monthly eligible employees - classified, CDC, and central office managers	Vac	

#### ABSENCE REPORTING CODES

Healthy Workplace Healthy Families Act of 2014 Paid Sick Leave

Use with hourly certificated and classified assignments (excludes visiting teachers)

			Impact to Check Amount		
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
SLCHR	SHC	Certificated Hourly Employee	1 X Hourly Rate	Certificated hourly	Sick
SLLHR	SHL	Classified Hourly Employee	1 X Hourly Rate	Classified hourly	Sick

### COMP TIME REPORTING CODES

Calculate hours earned by 1.5 hours for non-exempt employees and hours earned by 1.0 for professionals Use only with salaried assignments

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

# TIME REPORTING CODES/EARNING CODES

## CERTIFICATED POSITIVE PAY REPORTING CODES - EFF 07/01/18 with 1% increase

Adds to paycheck - use on hourly assignments or as extra pay on salaried assignment

Always supply an HCM account when adding to a salaried job

CRH      Classroom Hourly      Pro Rata - Whichever is greater      Certificated				account when adding to a sa		
TRC      EAR      Description      (If columin is blank, there is no impact to the check amount)      Employees      Employees        AED      Adult Education      30.69      Certificated         CHR      CHR      certificated Hourly Pay      Hourly Rate      Certificated         CHR      CHR      Certificated Hourly Pay      Hourly Rate      Certificated         CRW      CRW      Caraculum Writing      05.13      Certificated         CSI      CSI      Summer Schoolintersession Pay      Pro Rata      Certificated         CSI      CSI      Colliden Certer Spee Proj      26.48      Certificated         CSI      CSI      CSI      Certificated          ECC      ECC      Emergency Class Coverage      greater      Certificated         EDM      EDM      Extended Day Math      greater      Certificated         Max of 47.86 or      greater      Certificated          LMM      HMG      EDR      Extended Day Reading						
EARN CODE      Description      (ff column is blank, there is no impact to the check amount.)      Employees      Bank?        AED      Adult Education      30.69      Certificated         CHR      CHR      Certificated Hourly Pay      Hourly Rate      Certificated         CHR      CHR      Certificated Hourly Pay      Hourly Rate      Certificated         CRH      CRH      Classroom Hourly      greater      Certificated         CSI      CSI      Summer School/Intersession Pay      Pro Rata      Certificated         CSP      Children Center Spec Proj      22.68      EEC Certificated         ECC      ECC      Emergency Class Coverage      greater      Certificated         EDM      Extended Day Math      greater      Certificated         EDR      EDR      Extended Day Reading      greater      Certificated         EDM      Extended Day Reading      199.82 per unit      Not noutry rate. Report In UNITS only.         HMG      HMG      Gerificated       Nota				07/01/18		Charge Leave
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CHR      CHR      Certificated Hourly Pay      Hourly Rate      Certificated         CRH      CRH      Classroom Hourly      greater      Certificated         CRW      CRW      Curriculum Writing      36.13      Certificated         CSN      CSI      Summer School/Intersesion Pay      Pro Rata      Certificated         CSP      Children Center Spec Proj      22.68      ECE Certificated         CSP      Children Center Spec Proj      Max of 47.68 or         Pro Rata - Whichever is greater      Certificated         EDM      EDM      Extended Day Math      greater      Certificated         EV      Wak On Coach - Certificated      1099.82 per unit      in UNITS only,         JDP      JUP      JUP      Scrifficated Mymt - Hourly      46.97      10/11 month managers         MOV      MOV      Facility Move at VT Rate      19.89      Certificated         MDP      JUP      JUP      Dup Jupy Dystignoment Marchavin 47.68 or	INC	CODE	Description	impact to the check amount.)	Employees	
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MOV  MOV  Facility Move at VT Rate  19.89  Certificated     MPB  MPB  Move Prop/Bond Work  Pro Rata  Certificated     NCT  NCT  Non-Classroom Hourly  36.13  Certificated     NHM  NHM  Hrly NonManagement  34.41  managers     NPD  PDP  Staff Development Mandatory  Pro Rata  Certificated     PRO  PRO  Contract Rate  Pro Rata  Certificated     PRO  PRO  Contract Rate  Pro Rata  Certificated     PTCL  PTC  Prime Time Classroom Hourly  greater  Certificated     PTU  Prime Time Tutoring Hourly  36.13  Certificated     PTU  Prime Time Tutoring Hourly  36.13  Certificated     SAT  SAT  Saturday School  greater  Certificated     TUT  Tutor  36.13  Certificated      WCC  WCR  Workshop Child Cen Attendee  16.96  ECE Certificated     WKC  WKK  Workshop Presenter  23.54  Certificated     WKM						
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NHM    NHM    Hrly NonManagement    34.41    managers       PDP    PDP    Staff Development Mandatory    Pro Rata    Certificated       PRO    PRO    Contract Rate    Pro Rata    Certificated       PTCL    PTC    Prime Time Classroom Hourly    greater    Certificated       PTTU    PTU    Prime Time Tutoring Hourly    36.13    Certificated       Max of 47.68 or    Pro Rata - Whichever is    greater    Certificated       PTU    PTime Time Tutoring Hourly    36.13    Certificated       Max of 47.68 or    Pro Rata - Whichever is    greater    Certificated       SAT    SAT    Saturday School    greater    Certificated       SPV    Supervision Session Authorized    30.10    Certificated        WCC    WCC    Workshop Child Cen Attendee    16.96    ECE Certificated       WKM    WKM    Workshop Management    22.96    Certificated       WKM    Workshop Presenter						
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# CELDT TESTING - VISITING CERTIFICATED EMPLOYEES

					Charge Leave
TRC		Description	(If column is blank, there is no impact to the check amount.)	Employees	Bank?
VRC	VRC	Retired Visiting Teacher (LCAP Testing)	36.13	worked with this code	
SVT	VTS	Substitue Visiting Teacher (LCAP Testing)	\$159.15 Daily Rate of Pay	diem rate	
	VRC	VRC VRC	VRC VRC Retired Visiting Teacher (LCAP Testing)	TRC      CODE      Description      impact to the check amount.)        VRC      VRC      Retired Visiting Teacher (LCAP Testing)      36.13	TRC      CODE      Description      Impact to the check amount.)      Employees        VRC      VRC      Retired Visiting Teacher (LCAP Testing)      36.13      SAMS system will default time for the number of hours worked with this code        VRC      VRC      Retired Visiting Teacher (LCAP Testing)      36.13      Worked with this code

### VISITING CERTIFICATED EMPLOYEES POSITIVE PAY REPORTING CODES - 1% increase as of 07/01/18

		IG CERTIFICATED EMIPLOTEES FOST	Impact to Check Amount 07/01/18		
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
<u>SVT</u>	VTS VTE	Substitute Teacher Day to Day Established Visiting Teacher - <b>Payroll Use Only</b>	\$159.15 Daily Rate of Pay \$168.50 Daily Rate of Pay	Visiting Teachers - SAMS system will populate time with this code Established Visiting Teacher - Eligible for higher rate of pay on 91st day - <b>Rate changed</b> through Time Admin Process	N/A N/A
LVT	VTL	Visiting Teacher Long Term	\$177.85 Daily Rate of Pay	Visiting Teachers - timekeeper overrides after 5 consecutive days in a single assignment	N/A
CVN	VCN	Visiting Certificated Nurse	\$253.84 Daily Rate of Pay	Visiting Certificated Nurse - Time Managed at Central Office Department Level	N/A
CVPSY	VPY	Visiting Certificated Psychologist	\$386.28 Daily Rate of Pay	Visiting Certificated Psychologist - Time Managed at Central Office Department Level	N/A
CVSLP	VSP	Visiting Certificated Speech Language Pathologist	\$331.10 Daily Rate of Pay	Visiting Certificated Speech Language Pathologist - Time Managed at Central Office Department Level	N/A
RVP	VRP	Visiting Retired Pro Rata	Pro Rata	Visiting Retired Teacher - Eligible for Pro Rata pay for full range of duties	N/A
SIVTL	VSL	VT Summer/Intersession Primary Classroom Teacher	\$158.23 Daily Rate of Pay	Visiting Teachers assigned to SSI as the primary classroom teacher	N/A
SIVT	VSD	VT Summer/Intersession	\$138.55 Daily Rate of Pay	Visiting Teachers working SSI as a substitute for another teacher	N/A
SCCVT	VCS	On ECE job record: Substitute Teacher Day to Day	\$136.67 Daily Rate of Pay	Visiting Teachers - ECE day to day rate - SAMS will populate time with this code	N/A
LCCVT	VCL	Long Term Child Center VT	\$144.67 Daily Rate of Pay	Visiting Teachers - ECE long term rate	N/A

### VISITING CERTIFICATED EMPLOYEE ABSENCE REPORTING CODES

Use with hourly visiting teacher assignments

-			visiting teacher assignment		
			Impact to Check Amount		Charge Leave
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	Bank?
SLSVT	SSV	Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate	Substitute Teacher Day to Day	Sick
SLEVT	SEV	Sick Leave Established Visiting Teacher	1 X Hourly Rate	Established Visiting Teacher	Sick
SLLVT	SLV	Sick Leave Visiting Teacher Long Term	1 X Hourly Rate	Visiting Teacher Long Term	Sick
SLCVN	SCN	Sick Leave Visiting Certificated Nurse	1 X Hourly Rate	Visiting Certificated Nurse	Sick
SLPSY	SPY	Sick Leave Visiting Certificated Psychologist	1 X Hourly Rate	Visiting Certificated Psychologist	Sick
SLSLP	SSP	Sick Leave Visiting Certificated Speech Language Psychologist	1 X Hourly Rate	Visiting Certificated Speech Language Psychologist	Sick
SISVL	SLS	Sick Leave VT Summer/Intersession Primary Classroom Teacher	1 X Hourly Rate	VT Summer/Intersession Primary Classroom Teacher	Sick
SISVS	SSS	Sick Leave VT Summer/Intersession	1 X Hourly Rate	VT Summer/Intersession	Sick
SLCVS	SCS	On ECE Job Record: Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate	Substitute Teacher ECE Day to Day	Sick
SLCVL	SCL	Sick Leave Long Term Child Center VT	1 X Hourly Rate	Long Term Child Center VT	Sick

# **CLASSIFIED POSITIVE PAY REPORTING CODES**

### Effective 01-01-2018 Minimum Wage Increase to 11.00/Hr Adds to paycheck - use on hourly assignments or as extra pay on salaried assignment

## Always supply an HCM account when adding to a salaried job

·		Aiways supply all from	account when adding to a sa		0
			Impact to Check Amount		Charge Leave
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	Bank?
LHR	LHR	Classified Hourly Pay	Hourly Rate	Classified	
COA	COA	Walk On Coach - Classified	1099.82 per unit	Not an hourly rate. Report in UNITS only.	
EXTA	AST	Extra Time - Absences	Hourly Rate	Food Services only	
EXTC	AST	Extra Time - POS/Computer	Hourly Rate	Food Services only	
EXTCC	AST	Extra Time - Cash Control	Hourly Rate	Food Services only	
EXTCT	AST	Extra Time - Catering	Hourly Rate	Food Services only	
EXTE	AST	Extra Time - Equipment Failure	Hourly Rate	Food Services only	
EXTP	AST	Extra Time - Production	Hourly Rate	Food Services only	
EXTRA	AST	Extra Time	Hourly Rate	Classified	
EXTS	AST	Extra Time - Serving	Hourly Rate	Food Services only	
EXTT	AST	Extra Time - Training	Hourly Rate	Food Services only	
HWOTH		Holiday Worked Overtime (1.5x)	1.5 X Hourly Rate	Classified	
HWOTS	OTS	Holiday Worked Straight (1x)	1 x Hourly Rate	Classified	
LSI	LSI	Summer School/Intersession Pay	Hourly Rate	Classified	
OTD	OTD	Overtime Double Time (2x)	2 X Hourly Rate	Classified	
OTH	OTH	Overtime	1.5 X Hourly Rate	Classified	
OTS	OTS	Overtime Straight Time (1x)	1 X Hourly Rate	Classified	
WKL	WKL	Workshop Classified	11.00	Classified	
WKLOT	WOT	Workshop Classified Overtime	16.50	Classified	

### SPECIAL USE CODES Only for use by designated offices

		- /			
			Impact to Check Amount		Charge Leave
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	Bank?
BON	BON	Bonus Pay	Annual payment per collective bargaining agreement	Payroll office only	
СВН	СВН	Child Bonding Half Pay	Hourly Rate	Payroll office only	
CBS	CBS	Child Bonding Sick Leave	Hourly Rate	Payroll office only	
LNG	LNG	Longevity Pay	Annual payment per collective bargaining agreement	Payroll office only	
	MKD	Make Up Days	Hourly Rate	Payroll office only	
PMP	PMP	Partial Month Pay	Hourly Rate	Payroll office only	
TSA	SFJ	Transportation Sick Adjustment		Transportation only	
TVA	VAJ	Transportation Vac Adjustment		Transportation only	
			-		
IASLF	SLF	Industrial Accident Full Sick		Payroll office only	Sick
IALHS	LHS	Industrial Accident Half Sick		Payroll office only-classified	Half Sick
IASLH	SLH	Industrial Accident Half Sick		Payroll office only-certificated	Half Sick
IAPND	SLF	Industrial Accident Pending		Payroll office only	Sick
IAPLH	LHS	Industrial Accident Pending (Half)		Payroll office only	Half Sick
IAVAC	VAC	Industrial Accident Vacation		Payroll office only	Vac