

**TIME REPORTING CODES/EARNING CODES**

Rates Effective: 07/01/20 (Updated 09/15/2020)

**ABSENCE REPORTING CODES**

Use with salaried assignments and summer school/intersession

TRC	EARN CODE	Description	Impact to Check Amount (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	ABS	Adoption		Certificated, Managers, Supervisors, and Confidentials (Other Classified - Use Personal Necessity)	---
BRV	BRV	Bereavement		All Monthly	---
CAT	CAT	Catastrophic Leave		Prior approval required - Site will receive notification from Human Resources	CAT
CLSLI	SIL	Classified Perfect Attendance		Classified Monthly	---
CRT	ABS	Court Appear Subpoena Witness		All Monthly	---
DBS	DBS	District Business		All Monthly	---
DBSPD	DBS	District Business Professional Development		Certificated Monthly	---
FLH	FLH	Floating Holiday		Classified Monthly	---
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, Supervisors, and Confidentials (Other Classified - Use Personal Necessity)	---
PB2HR	PB2	Personal Business 2 Hours		All Monthly	---
PBUNC	UNC	Personal Business Unpaid	-1 x Hourly Rate	Certificated	---
PBUNP	UNP	Personal Business Unpaid	-1 x Hourly Rate	Classified	---
PPI	PPI	Professional 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)

TRC	EARN CODE	Description	Impact to Check Amount (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

TRC	EARN CODE	Description	Impact to Check Amount (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 01/01/20 with 3.7% 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

TRC	EARN CODE	Description	Impact to Check Amount 01/01/20  (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
AED	AED	Adult Education	32.15	Certificated	---
CHR	CHR	Certificated Hourly Pay	Hourly Rate	Certificated	---
CRH	CRH	Classroom Hourly	Max of 49.94 or Pro Rata - Whichever is greater	Certificated	---
CRW	CRW	Curriculum Writing	37.84	Certificated	---
CSI	CSI	Summer School / Intersession Pay	Pro Rata	Certificated	---
CSP	CSP	Child Center Special Project	23.76	Certificated ECE	---
ECC	ECC	Emergency Class Coverage	Max of 49.94 or Pro Rata - Whichever is greater	Certificated	---
EDM	EDM	Extended Day Math	Max of 49.94 or Pro Rata - Whichever is greater	Certificated	---
EDR	EDR	Extended Day Reading	Max of 49.94 or Pro Rata - Whichever is greater	Certificated	---
EXP	EXP	Walk On Coach - Certificated	1151.92 per unit	<b>Not an hourly rate. Report in UNITS only.</b>	---
HMG	HMG	Certificated Management - Hourly	49.20	Certificated 10/11 Month Managers	---
JDP	JDP	Jury Duty Postponement	125.02	Certificated	---
MOV	MOV	Facility Move at VT Rate	20.84	Certificated	---
MPB	MPB	Move Prop / Bond Work	Pro Rata	Certificated	---
NCT	NCT	Non-Classroom Hourly	37.84	Certificated	---
NHM	NHM	Non-Management Hourly	36.04	Certificated 10/11 Month Managers	---
PDP	PDP	Staff Development Mandatory	Pro Rata	Certificated	---
PRO	PRO	Contract Rate	Pro Rata	Certificated	---
PTCL	PTC	Prime Time Classroom Hourly	Max of 49.94 or Pro Rata - Whichever is greater	Certificated	---
PTTU	PTU	Prime Time Tutoring Hourly	37.84	Certificated	---
SAT	SAT	Saturday School	Max of 49.94 or Pro Rata - Whichever is greater	Certificated	---
SPV	SPV	Supervision Session Authorized	31.52	Certificated	---
TUT	TUT	Tutor	37.84	Certificated	---
WCC	WCC	Workshop Child Center Attendee	17.76	Certificated ECE	---
WKC	WKC	Workshop Certificated	25.24	Certificated	---
WKM	WKM	Workshop Management	24.05	Certificated	---
WKP	WKP	Workshop Presenter	56.08	Certificated	---
WPC	WPC	Workshop Child Center Presenter	23.76	Certificated ECE	---
WPS	WPS	Teacher Working Prep	Pro Rata	Certificated	---
XTM	XTM	BTSA Monthly Meetings	25.24	Certificated	---
XTP	XTP	BTSA Support Provider	56.08	Certificated	---

**ELPAC TESTING - VISITING CERTIFICATED EMPLOYEES**

TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
VRC	VRC	Retired Visiting Teacher (ELPAC Testing)	37.84	SAMS system will default time for the number of hours worked with this code	---
SVT	VTS	Substitute Visiting Teacher (ELPAC Testing)	\$166.69 Daily Rate of Pay	SAMS system will default with 8 hours to pay at per diem rate	---

### TIME REPORTING CODES/EARNING CODES

#### VISITING CERTIFICATED EMPLOYEE POSITIVE PAY REPORTING CODES - 8/24/2020 New Core Visiting Teacher Code

			Impact to Check Amount 01/01/20		Charge Leave Bank?
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	
SVT	VT S	Substitute Teacher Day to Day	\$166.69 Daily Rate of Pay	Visiting Teachers - SAMS system will populate time with this code	N/A
CVT	VTC	Visiting Teacher CORE - On-Line Learning	\$176.49 Daily Rate of Pay	Eligible for higher rate of pay while conducting on-line learning	N/A
EVT	VTE	Established Visiting Teacher - <b>Payroll Use Only</b>	\$176.49 Daily Rate of Pay	Established Visiting Teacher - Eligible for higher rate of pay on 91st day - <b>Rate changed through Time Admin Process</b>	N/A
LVT	VTL	Visiting Teacher Long Term	\$186.28 Daily Rate of Pay	Visiting Teachers - Timekeeper overrides after 5 consecutive days in a single assignment	N/A
CVN	VCN	Visiting Certificated Nurse	\$265.87 Daily Rate of Pay	Visiting Certificated Nurse - Time Managed at Central Office Department Level	N/A
CVPSY	VPY	Visiting Certificated Psychologist	\$404.58 Daily Rate of Pay	Visiting Certificated Psychologist - Time Managed at Central Office Department Level	N/A
CVSLP	VSP	Visiting Certificated Speech Language Pathologist	\$346.78 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	\$165.72 Daily Rate of Pay	Visiting Teachers assigned to SSI as the primary classroom teacher	N/A
SIVT	VSD	VT Summer/Intersession	\$145.12 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	\$143.15 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	\$151.15 Daily Rate of Pay	Visiting Teachers - ECE long term rate	N/A

#### VISITING CERTIFICATED EMPLOYEE ABSENCE REPORTING CODES

Use with hourly visiting teacher assignments

			Impact to Check Amount		Charge Leave Bank?
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	
SLSVT	SSV	Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate (20.83625)	Substitute Teacher Day to Day	Sick
SLCVT	SCV	Sick Leave Core Visiting Teacher	1 X Hourly Rate (22.06125)	Core Visiting Teacher	Sick
SLEV T	SEV	Sick Leave Established Visiting Teacher	1 X Hourly Rate (22.06125)	Established Visiting Teacher	Sick
SLLVT	SLV	Sick Leave Visiting Teacher Long Term	1 X Hourly Rate (23.28500)	Visiting Teacher Long Term	Sick
SLCVN	SCN	Sick Leave Visiting Certificated Nurse	1 X Hourly Rate (33.23375)	Visiting Certificated Nurse	Sick
SLPSY	SPY	Sick Leave Visiting Certificated Psychologist	1 X Hourly Rate (50.57250)	Visiting Certificated Psychologist	Sick
SLSLP	SSP	Sick Leave Visiting Certificated Speech Language Pathologist	1 X Hourly Rate (43.34750)	Visiting Certificated Speech Language Pathologist	Sick
SISVL	SLS	Sick Leave VT Summer/Intersession Primary Classroom Teacher	1 X Hourly Rate (33.14400)	VT Summer/Intersession Primary Classroom Teacher	Sick
SISVS	SSS	Sick Leave VT Summer/Intersession	1 X Hourly Rate (29.02400)	VT Summer/Intersession	Sick
SLCVS	SCS	On ECE Job Record: Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate (17.89375)	On ECE Job Record: Substitute Teacher ECE Day to Day	Sick
SLCVL	SCL	Sick Leave Long Term Child Center VT	1 X Hourly Rate (18.89375)	Long Term Child Center VT	Sick

**TIME REPORTING CODES/EARNING CODES**

**CLASSIFIED POSITIVE PAY REPORTING CODES**

Effective 01-01-2020 Minimum Wage Increase to 13.00/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

TRC	EARN CODE	Description	Impact to Check Amount (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
LHR	LHR	Classified Hourly Pay	Hourly Rate	Classified	---
COA	COA	Walk On Coach - Classified	1151.92 per unit	<b>Not an hourly rate. Report in UNITS only.</b>	---
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	OTH	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	13.00	Classified	---
WKLOT	WOT	Workshop Classified Overtime	19.50	Classified	---

**SPECIAL USE CODES**

Only for use by designated offices

TRC	EARN CODE	Description	Impact to Check Amount (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
BON	BON	Bonus Pay	Annual payment per collective bargaining agreement	Payroll Office Only	---
CBH	CBH	Certificated Child Bonding Half Pay	Hourly Rate	Payroll Office Only	---
CBS	CBS	Child Bonding Sick Leave	Hourly Rate	Payroll Office Only	---
LBH	LBH	Classified Child Bonding Half Pay	Hourly Rate	Payroll Office Only	---
LNG	LNG	Longevity Pay	Annual payment per collective bargaining agreement	Payroll Office Only	---
MKD	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

**TIME REPORTING CODES/EARNING CODES**  
**Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA)**  
**Effective April 1, 2020**  
**CLASSIFIED CODES**

			Impact to Check Amount		Charge Leave Bank?
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	
19LSL	LSL	Sick Leave Classified Category I	\$511.00 CAP Per Day	Classified	---
19LSK	LSK	Sick Leave Classified Category II	-.33 x Hourly Rate/CAP \$200.00 Per Day	Classified	---
---	L1J	Sick Leave Category I CAP Adjustment	Amounts Only (+/-) / Payroll Adj	Classified - Payroll Office Only	---
---	L2J	Sick Leave Category II CAP Adjustment	Amounts Only (+/-) / Payroll Adj	Classified - Payroll Office Only	---
---	L1S	L - Sick Leave Supplement CAT I	Supplemental	Classified - Payroll Office Only	Sick
---	L2S	L - Sick Leave Supplement CAT II	Supplemental	Classified - Payroll Office Only	Sick
---	L1V	L - Vacation Supplement CAT I	Supplemental	Classified - Payroll Office Only	Vac
---	L2V	L - Vacation Supplement CAT II	Supplemental	Classified - Payroll Office Only	Vac

**Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA)**  
**Effective April 1, 2020**  
**CERTIFICATED CODES**

			Impact to Check Amount		Charge Leave Bank?
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	
19CSL	CSL	Sick Leave Certificated CAT I	\$511.00 CAP Per Day	Certificated	---
19CSK	CSK	Sick Leave Certificated CAT II	-.33 x Hourly Rate/CAP \$200.00 Per Day	Certificated	---
---	C1J	Sick Leave Category I CAP Adjustment	Amounts Only (+/-) / Payroll Adj	Certificated - Payroll Office Only	---
---	C2J	Sick Leave Category II CAP Adjustment	Amounts Only (+/-) / Payroll Adj	Certificated - Payroll Office Only	---
---	C1S	C - Sick Leave Supplement CAT I	Supplemental	Certificated - Payroll Office Only	Sick
---	C2S	C - Sick Leave Supplement CAT II	Supplemental	Certificated - Payroll Office Only	Sick
---	C1V	C - Vacation Supplement CAT I	Supplemental	Certificated - Payroll Office Only	Vac
---	C2V	C - Vacation Supplement CAT II	Supplemental	Certificated - Payroll Office Only	Vac