

TIME REPORTING CODES/EARNING CODES
Rates Effective: 07/01/23 with 5% Increase (Updated 10/01/2023)

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		All monthly	---
BRV	BRV	Bereavement		All monthly	---
CAT	CAT	Catastrophic Leave		Prior approval required - site will receive notification from 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	Partner		All monthly	---
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	Prof and Personal Improvement		Managers, supervisors, confidentials	---
PRB	PRB	Personal Business		OSS and POA Only	Sick
PRN	PRN	Personal Necessity		All monthly	Sick
RH	PRN	Religious Holiday		All monthly	Sick
SLF	SLF	Sick Leave Full		All monthly	Sick
SLH	SLH	Sick Leave-Half Pay	-.5 X Hourly Rate	Certificated	Half 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 07/01/23 with 5% 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 <small>(If column is blank, there is no impact to the check amount.)</small>	Employees	Charge Leave Bank?
AED	AED	Adult Education	38.62	Certificated	---
CHR	CHR	Certificated Hourly Pay	Hourly Rate	Certificated	---
CRH	CRH	Classroom Hourly	Max of 59.99 or Pro Rata - Whichever is greater	Certificated	---
CRW	CRW	Curriculum Writing	45.45	Certificated	---
CSI	CSI	Summer School/Intersession Pay	Pro Rata	Certificated	---
CSP	CSP	Children Center Spec Proj	28.54	ECE Certificated	---
ECC	ECC	Emergency Class Coverage	Max of 59.99 or Pro Rata - Whichever is greater	Certificated	---
EDM	EDM	Extended Day Math	Max of 59.99 or Pro Rata - Whichever is greater	Certificated	---
EDR	EDR	Extended Day Reading	Max of 59.99 or Pro Rata - Whichever is greater	Certificated	---
EXP	EXP	Walk On Coach - Certificated	1383.69 per unit	Not an hourly rate. Report in UNITS only.	---
HMG	HMG	Certificated Mgmt - Hourly	59.10	10/11 month managers	---
JDP	JDP	Jury Duty Postponement	187.50	Certificated	---
MOV	MOV	Facility Move at VT Rate	31.25	Certificated	---
MPB	MPB	Move Prop/Bond Work	Pro Rata	Certificated	---
NCT	NCT	Non-Classroom Hourly	45.45	Certificated	---
NHM	NHM	Hrly NonManagement	43.29	10/11 certificated 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 59.99 or Pro Rata - Whichever is greater	Certificated	---
PTTU	PTU	Prime Time Tutoring Hourly	45.45	Certificated	---
SAT	SAT	Saturday School	Max of 59.99 or Pro Rata - Whichever is greater	Certificated	---
SPV	SPV	Supervision Session Authorized	37.86	Certificated	---
TUT	TUT	Tutor	45.45	Certificated	---
WCC	WCC	Workshop Child Cen Attendee	21.34	ECE Certificated	---
WKC	WKC	Workshop Certificated	30.32	Certificated	---
WKM	WKM	Workshop Management	28.89	Certificated	---
WKP	WKP	Workshop Presenter	67.36	Certificated	---
WPC	WPC	Workshop Child Ctr Presenter	28.54	ECE Certificated	---
WPS	WPS	Teacher Working Prep	Pro Rata	Certificated	---

TRC	EARN CODE	Description	Impact to Check Amount <small>(If column is blank, there is no impact to the check amount.)</small>	Employees	Charge Leave Bank?
VRC	VRC	Retired Visiting Teacher (ELCAP Testing)	45.45	SAMS system will default time for the number of hours worked with this code	---
SVT	VTS	Substitutue Visiting Teacher (ELCAP Testing)	\$250.00 Daily Rate of Pay	SAMS system will default WITH 8 hours to pay at per diem rate	---

VISITING CERTIFICATED EMPLOYEES POSITIVE PAY REPORTING CODES

****See Supplemental for Temporary Rate Increase****					
TRC	EARN CODE	Description	Impact to Check Amount (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
SVT	VTS	Substitute Teacher Day to Day	\$200.24 Daily Rate of Pay	Visiting Teachers - SAMS system will populate time with this code	N/A
EVT	VTE	Established Visiting Teacher - Payroll Use Only	\$212.01 Daily Rate of Pay	Established Visiting Teacher - Eligible for higher rate of pay on 91st day - Rate changed through Time Admin Process	N/A
LVT	VTL	Visiting Teacher Long Term	\$223.76 Daily Rate of Pay	Visiting Teachers - timekeeper overrides after 5 consecutive days in a single assignment	N/A
RVT	VRT	Resident Visiting Teacher	\$275.00 Daily Rate of Pay	Eligible for higher rate of pay while supporting sites as a Resident Visiting Teacher	N/A
CVN	VCN	Visiting Certificated Nurse	\$319.36 Daily Rate of Pay	Visiting Certificated Nurse - Time Managed at Central Office Department Level	N/A
CVPSY	VPY	Visiting Certificated Psychologist	\$485.98 Daily Rate of Pay	Visiting Certificated Psychologist - Time Managed at Central Office Department Level	N/A
CVSLP	VSP	Visiting Certificated Speech Language Pathologist	\$416.56 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	\$199.07 Daily Rate of Pay	Visiting Teachers assigned to SSI as the primary classroom teacher	N/A
SIVT	VSD	VT Summer/Intersession	\$174.31 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	\$171.96 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	\$179.96 Daily Rate of Pay	Visiting Teachers - ECE long term rate	N/A

VISITING CERTIFICATED EMPLOYEE ABSENCE REPORTING CODES

Use with hourly visiting teacher 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?
SLSVT	SSV	Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate (25.03000)	Substitute Teacher Day to Day	Sick
SLEVT	SEV	Sick Leave Established Visiting Teacher	1 X Hourly Rate (26.50125)	Established Visiting Teacher	Sick
SLLVT	SLV	Sick Leave Visiting Teacher Long Term	1 X Hourly Rate (27.97000)	Visiting Teacher Long Term	Sick
SLRVT	SRT	Sick Leave Resident Visiting Teacher	1 X Hourly Rate (34.37500)	Visiting Resident Teacher	Sick
SLCVN	SCN	Sick Leave Visiting Certificated Nurse	1 X Hourly Rate (39.92000)	Visiting Certificated Nurse	Sick
SLPSY	SPY	Sick Leave Visiting Certificated Psychologist	1 X Hourly Rate (60.74750)	Visiting Certificated Psychologist	Sick
SLSLP	SSP	Sick Leave Visiting Certificated Speech Language Psychologist	1 X Hourly Rate (52.07000)	Visiting Certificated Speech Language Psychologist	Sick
SISVL	SLS	Sick Leave VT Summer/Intersession Primary Classroom Teacher	1 X Hourly Rate (39.81400)	VT Summer/Intersession Primary Classroom Teacher	Sick
SISVS	SSS	Sick Leave VT Summer/Intersession	1 X Hourly Rate (34.86200)	VT Summer/Intersession	Sick
SLCVS	SCS	On ECE Job Record: Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate (21.49500)	On ECE Job Record: Substitute Teacher ECE Day to Day	Sick
SLCVL	SCL	Sick Leave Long Term Child Center VT	1 X Hourly Rate (22.49500)	Long Term Child Center VT	Sick

CLASSIFIED POSITIVE PAY REPORTING CODES

Effective 01-01-2023 Minimum Wage Increase to 15.50/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

			Impact to Check Amount		Charge Leave Bank?
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	
LHR	LHR	Classified Hourly Pay	Hourly Rate	Classified	---
COA	COA	Walk On Coach - Classified	1383.69 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	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	15.50	Classified	---
WKLOT	WOT	Workshop Classified Overtime	23.25	Classified	---

SPECIAL USE CODES

Only for use by designated offices

			Impact to Check Amount		Charge Leave Bank?
TRC	EARN CODE	Description	(If column is blank, there is no impact to the check amount.)	Employees	
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	---
CBV	CBV	Child Bonding Vavation	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	---
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

SUPPLEMENTAL RATES for Visiting Teachers Fiscal Year 2023-2024

TIME REPORTING CODES/EARNING CODES
Rates Effective: July 1, 2023 through end of school year June 2024
VISITING CERTIFICATED EMPLOYEES POSITIVE PAY REPORTING CODES

TRC	EARN CODE	Description	Impact to Check Amount (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
SVT	VTS	Substitute Teacher Day to Day	\$250.00 Daily Rate of Pay	Visiting Teachers - SAMS system will populate time with this code	N/A
EVT	VTE	Established Visiting Teacher - Payroll Use Only	\$260.00 Daily Rate of Pay	Established Visiting Teacher - Eligible for higher rate of pay on 91st day - Rate changed through Time Admin Process	N/A
LVT	VTL	Visiting Teacher Long Term	\$275.00 Daily Rate of Pay	Visiting Teachers - timekeeper overrides after 5 consecutive days in a single assignment	N/A
RVT	VRT	Resident Visiting Teacher	\$275.00 Daily Rate of Pay	Eligible for higher rate of pay while supporting sites as a Resident Visiting Teacher	N/A
SIVTL	VSL	VT Summer/Intersession Primary Classroom Teacher	\$275.00 Daily Rate of Pay	Visiting Teachers assigned to SSI as the primary classroom teacher	N/A
SIVT	VSD	VT Summer/Intersession	\$250.00 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	\$250.00 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	\$275.00 Daily Rate of Pay	Visiting Teachers - ECE long term rate	N/A

VISITING CERTIFICATED EMPLOYEE ABSENCE REPORTING CODES

Use with hourly visiting teacher 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?
SLSVT	SSV	Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate (31.25000)	Substitute Teacher Day to Day	Sick
SLEVT	SEV	Sick Leave Established Visiting Teacher	1 X Hourly Rate (32.500000)	Established Visiting Teacher	Sick
SLLVT	SLV	Sick Leave Visiting Teacher Long Term	1 X Hourly Rate (34.37500)	Visiting Teacher Long Term	Sick
SLRVT	SRT	Sick Leave Resident Visiting Teacher	1 X Hourly Rate (34.37500)	Visiting Resident Teacher	Sick
SISVL	SLS	Sick Leave VT Summer/Intersession Primary Classroom Teacher	1 X Hourly Rate (34.37500)	VT Summer/Intersession Primary Classroom Teacher	Sick
SISVS	SSS	Sick Leave VT Summer/Intersession	1 X Hourly Rate (31.2500)	VT Summer/Intersession	Sick
SLCVS	SCS	On ECE Job Record: Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate (31.2500)	On ECE Job Record: Substitute Teacher ECE Day to Day	Sick
SLCVL	SCL	Sick Leave Long Term Child Center VT	1 X Hourly Rate (34.37500)	Long Term Child Center VT	Sick