

CERTIFIED HOUR CODES

TIMECARD ON-LINE & TIMESHEET ENTRY

LONG DESCRIPTION	SHORT DESC.	CODE	USE THIS CODE TO ENTER:
<u>WORKED HOURS:</u>			
TEACHERS HOURLY	CERT HRS	502	Hours Worked by Teacher in an Hourly Position, Not Contracted Position
TEACHERS DAILY	CERT DAY	503	Days Worked by Employees Paid at a Daily Rate (Subs, Board Members, etc.)
<u>LEAVE DAYS AFFECTING CONTRACT PAY:</u>			
LEAVE WITHOUT PAY	LWOP	619	Days of Voluntary Leave Without Pay
DIRECTED LEAVE WITH PAY	CERTLWPP	620	Days of Leave With Pay - Employee is Directed Not to Report to Work
SUSPENDED LEAVE WITHOUT PAY	SUSP WOP	621	Days of Leave Without Pay - Employee is Directed Not to Report to Work
ATTENDANCE ADJUSTMENT BY H.R.	N/P ATTN	622	Attendance Adjustment As Directed by Human Resources
UNAUTHORIZED ABSENCE	UNAUTHOR	624	Days of Absence Without Approval
PUBLIC OFFICE LEAVE	PUBLICLV	629	Days Absent, Without Pay, to Service in Elected Public Office
COMMUNITY SERVICE LEAVE	COMM LV	625	Days Absent for Community Service (REQUIRES H.R. APPROVAL)
			- Limited Per Contract, \$ 90.00 Deduction for Substitute Pay
* UNFORSEEN CIRCUMSTANCES LEAVE	CIRCUMLV	631	Days Absent Due to Unforeseen Circumstances - TEACHERS ONLY
			- \$ 90.00 Deduction for Substitute Pay
<u>LEAVE HOURS AFFECTING SICK/VACATION BALANCES:</u>			
SICK LEAVE USAGE	SICK USE	601	Days of Sick Leave Used
SICK BANK USAGE	SB USE	604	Days of Sick Leave Used
FAMILY ILLNESS	FAM ILL	607	Days of Sick Leave Used for Family Member Illness
BEREAVEMENT	BEREAVE	608	Days of Sick Leave Used for Bereavement
VACATION LEAVE USAGE	VAC USE	617	Days of Vacation Leave Used by Administrators on 230+ Day Contract
ADMIN. PERSONAL BUSINESS LEAVE	ADM PBLV	639	Days of Admin. Personal Business Deducted from Sick Leave Balance
Administrators - 2 Days Total			- Both Days Deducted from Sick Leave Balance
PERSONAL BUSINESS LEAVE	PERS BUS	610	Days Absent for Personal Leave/Personal Business Leave
Teachers - 5 Days Total			- 1 Day With Pay (Free Day)
			3 Days Deducted from Sick Leave Balance
			1 Day With a \$90.00 Deduction for Substitute Pay
<u>LEAVE HOURS NOT AFFECTING PAY OR SICK/VACATION BALANCES:</u>			
ADMINISTRATIVE LEAVE	ADMIN LV	637	Days of Administrative Leave Used - ADMINISTRATORS ONLY
ADMIN. LEAVE-NON CONTRACT DAYS	NONCONTR	638	Non-Contract Days for Administrators on Less-Than-230 Day Contract
ATHLETIC LEAVE ABSENCE	ATHLETIC	632	Days Absent to Work for Student Athletic Events
STUDENT ACTIVITY ABSENCE	STD ACT	633	Days Absent to Work for Student Activity Events (As Advisor)
FIELD TRIP ABSENCE	FIELD TR	634	Days Absent to Accompany Students on Field Trips
JURY DUTY/COURT SUMMONS	JURY LV	612	Days Used for Jury Duty or Court Summons - No Pay Deduction
MILITARY LEAVE	MILITARY	613	Days Used for Military Leave (Up to 15 Days per School Year)
ASSOCIATION LEAVE	ASSOC LV	615	Days Used for Employee Association Business (REQUIRES H.R. APPROVAL)
FURLOUGH TIME TAKEN	FRLO USE	636	Days of Furlough time taken - No Pay Deduction (deduction taken annualized)
SCHOOL BUSINESS-SITE BUDGET	SB SCHPD	641	School budget funded
SCHOOL BUSINESS - DISTRICT FUNDS	SB DSTPD	644	District Budget Funds
PROFESSIONAL DEVELOPMENT LEAVE-SITE BUDGET	PL SITE	646	Days for professional growth-Site budget
PROFESSIONAL DEVELOPMENT LEAVE-GRANT FUNDS	PL GRANT	647	Days for professional growth-Grant funded
PROFESSIONAL DEVELOPMENT LEAVE-DIST/DEPT FUNDS	PL DSTPD	649	Days for professional growth-District Budget
<u>PREP PERIOD - MS & HS Schools only</u>			
PREP PERIOD EARNED - Hours **	PREP ERN	740	Prep Period spent to sub for another class
PREP PERIOD USED - Hours **	PREP USE	640	Absent 1 or more teaching periods, utilizing Prep Period balance
PREP PERIOD PAY OFF - Hours **	PREP PAY	940	Annually in June, or upon resignation or site transfer
** translated from periods to hours for TO entry			

* Not available through Timecard On-line. **(REQUIRES H.R. APPROVAL)**