

## CERTIFIED HOUR CODES

### TIMECARD ON-LINE & TIMESHEET ENTRY

LONG DESCRIPTION	SHORT DESC.	CODE	USE THIS CODE TO ENTER:
<b><u>WORKED HOURS:</u></b>			
TEACHERS HOURLY	CERT HRS	3502	Hours Worked by Teacher in an Hourly Position, Not Contracted Position
TEACHERS DAILY	CERT DAY	3503	Days Worked by Employees Pd @ Daily Rate (Subs, Board Members, Emerg ProTech)
<b><u>LEAVE DAYS AFFECTING CONTRACT PAY:</u></b>			
LEAVE WITHOUT PAY	LWOP	3619	Days of Voluntary Leave Without Pay
DIRECTED LEAVE WITH PAY	CERTLWPP	3620	Days of Leave <b>With</b> Pay - Employee is Directed Not to Report to Work
SUSPENDED LEAVE WITHOUT PAY	SUSP WOP	3621	Days of Leave <b>Without</b> Pay - Employee is Directed Not to Report to Work
ATTENDANCE ADJUSTMENT BY H.R.	N/P ATTN	3622	Attendance Adjustment <b>As Directed by Human Resources</b>
UNAUTHORIZED ABSENCE	UNAUTHOR	3624	Days of Absence Without Approval
PUBLIC OFFICE LEAVE	PUBLICLV	3629	Days Absent, Without Pay, to Service in Elected Public Office
* COMMUNITY SERVICE LEAVE	COMM LV	3625	Days Absent for Community Service <b>(REQUIRES H.R. APPROVAL)</b> - Limited Per Contract, \$100.00 Deduction for Substitute Pay
* UNFORESEEN CIRCUMSTANCES LEAVE	CIRCUMLV	3631	Days Absent Due to Unforeseen Circumstances AND 11th & 12th day Bereavement - \$100.00 Deduction for Substitute Pay - <b>TEACHERS ONLY</b>
<b><u>LEAVE HOURS AFFECTING SICK/VACATION BALANCES:</u></b>			
SICK LEAVE USAGE	SICK USE	3601	Days of Sick Leave Used
SICK BANK USAGE	SB USE	3604	Days of Sick Leave Used
FAMILY ILLNESS	FAM ILL	3607	Days of Sick Leave Used for Family Member Illness
BEREAVEMENT	BEREAVE	3608	Days of Sick Leave Used for Bereavement
VACATION LEAVE USAGE	VAC USE	3617	Days of Vacation Leave Used by Administrators on 230+ Day Contract
<b>ADMIN. PERSONAL BUSINESS LEAVE</b>	ADM PBLV	3639	Days of Admin. Personal Business Deducted from Sick Leave Balance - Both Days Deducted from Sick Leave Balance
Administrators - 2 Days Total			
<b>PERSONAL BUSINESS LEAVE</b>	PERS BUS	3610	Days Absent for Personal Leave/Personal Business Leave - 1 Day With Pay (Free Day) 3 Days Deducted from Sick Leave Balance 1 Day With a \$100.00 Deduction for Substitute Pay
Teachers - 5 Days Total			
<b><u>LEAVE HOURS NOT AFFECTING PAY OR SICK/VACATION BALANCES:</u></b>			
ADMINISTRATIVE LEAVE	ADMIN LV	3637	Days of Administrative Leave Used - ADMINISTRATORS ONLY
ADMIN. LEAVE-NON CONTRACT DAYS	NONCONTR	3638	Non-Contract Days for Administrators on Less-Than-230 Day Contract
ATHLETIC LEAVE ABSENCE	ATHLETIC	3632	Days Absent to Work for Student Athletic Events
STUDENT ACTIVITY ABSENCE	STD ACT	3633	Days Absent to Work for Student Activity Events (As Advisor)
FIELD TRIP ABSENCE	FIELD TR	3634	Days Absent to Accompany Students on Field Trips
JURY DUTY/COURT SUMMONS	JURY LV	3612	Days Used for Jury Duty or Court Summons - No Pay Deduction
MILITARY LEAVE	MILITARY	3613	Days Used for Military Leave (Up to 15 Days per School Year)
* ASSOCIATION LEAVE	ASSOC LV	3615	Days Used for Employee Association Business <b>(REQUIRES H.R. APPROVAL)</b>
SCHOOL BUSINESS-SITE BUDGET	SB SCHPD	3641	School budget funded
SCHOOL BUSINESS - DISTRICT FUNDS	SB DSTPD	3644	District Budget Funds
PROFESSIONAL DEVELOPMENT LEAVE-SITE BUDGET	PL SITE	3646	Days for professional growth-Site budget
PROFESSIONAL DEVELOPMENT LEAVE-GRANT FUNDS	PL GRANT	3647	Days for professional growth-Grant funded
PROFESSIONAL DEVELOPMENT LEAVE-DIST/DEPT FUNDS	PL DSTPD	3649	Days for professional growth-District Budget
* Not available through Timecard On-line. <b>(REQUIRES H.R. APPROVAL)</b>			
<b><u>PREP PERIOD - MS &amp; HS Schools only</u></b>			
PREP PERIOD EARNED - Hours **	PREP ERN	3740	Prep Period spent to sub for another class
PREP PERIOD USED - Hours **	PREP USE	3640	Absent 1 or more teaching periods, utilizing Prep Period balance
PREP PERIOD PAY OFF - Hours **	PREP PAY	3940	Annually in June, or upon resignation or site transfer
** translated from periods to hours for TO entry			
<b><u>SNOW DAY/DIGITAL DAY</u></b>			
SD NOT-WORKED PAID	SDNWRK P	3530	Snow Day Not Worked - PAID
SD MAKE UP DAY NON-PAID	SDMKUP	3532	Make-up Day Worked, NON PAID