

ESP (CLASSIFIED) HOUR CODES

TIMECARD ON-LINE & TIMESHEET ENTRY

LONG DESCRIPTION

SHORT DESC. CODE

USE THIS CODE TO ENTER:

WORKED HOURS:

NO EXCEPTION	NO EXCPT	492	No exception hours to report for Patching Employee
REGULAR HOURS NON-PATCHING W/PERS	TIMECARD	002	Regular Hours Worked by Non-Patching PERS Eligible Employee
REGULAR HOURS NON-PATCHING W/O PERS	NO PERS	003	Regular Hours Workder by Non-Patching, Non-PERS Elibible Employee
ADDIONAL HOURS W/ PERS	ADDLWPER	007	Additional Worked in Excess of Regular Schedule (Up to 40 Hrs/Week)
ADDITIONAL HOURS W/O PERS	ADDLNOPR	010	Additional Worked in Excess of Regular Schedule (Up to 40 Hrs/Week)
OVERTIME PAY	OVERTIME	011	Hours Worked in Excess of 40 Hrs/Week (Enter Actual Hours Worked)
COMP TIME EARNED	COMP ERN	218	Hours of Comp Time Earned (Enter Actual Hours Only) will calc 1.5 hrs
HOLIDAY - NON-PATCHING	HOLINPAT	055	Regularly Scheduled Holiday Pay for Non-Patching
HOLIDAY PAY - HOURS WORKED	HOLI PAY	013	Hours Worked on a Regular Holiday (Paid In Addition to Holiday Pay)
CALL BACK PAY	CALLBACK	014	- Call Back Hours (Enter 3 hours)
CALL BACK OVERTIME	CB OT	018	Call Back Hours, Enter actual hours worked
REPORT TO WORK PAY	REPORT	015	Report to Work Pay, But No Work (Enter 2 Hours)
* BANQUET PAY	BANQUET	017	Banquet Hours Worked - For NUTRITION SERVICES Only
* HAZARDOUS DUTY PAY	HAZARD	025	Hours Approved by Superintendent for Hazardous Job Assignment

Transportation ONLY!

BUS DRIVER HOLIDAY	BUS HOLI	022	Bus Driver Pay for Holiday NOT Worked
FIELD TRIP REGULAR RATE	FIELDTRP	044	Field Trip hours (up to 40 Hrs/Week)
FIELD TRIP OVERTIME RATE	FLDTRPOT	045	Field Trip hours (over 40 Hrs/Week)
TRAINING REGULAR RATE	TRAINREG	046	Training hours (up to 40 Hrs/Week)
TRAINING OVERTIME RATE	TRAINOT	047	Training hours (over 40 Hrs/Week)

LEAVE HOURS:

SICK LEAVE USAGE	SICK USE	101	Hours of Sick Leave Used
SICK BANK USAGE	SB USE	104	Hours Used from Sick Bank
FAMILY ILLNESS	FAM ILL	107	Hours of Sick Leave Used for Family Member Illness
BEREAVEMENT	BEREAVE	108	Hours of Sick Leave Used for Bereavement
PERSONAL BUSINESS	PERS BUS	110	Hours of Sick Leave Used for Personal Business (Limited Per Contract)
VACATION LEAVE USAGE	VAC USE	117	Hours of Vacation Leave Used
COMP TIME USED	COMP USE	118	Hours of Comp Time Used (Enter Actual Hours Only)
JURY DUTY/COURTSUMMONS	JURYDUTY	112	Hours Used for Jury Duty or Court Summons - No Pay Deduction
MILITARY LEAVE	MILITARY	113	Hours Used for Military Leave (Limit of 15 Days/Year) - No Pay Deduc.
SCHOOL BUSINESS	SCH BUS	114	Hours Used for School District Business - No Pay Deduction
ASSOCIATION LEAVE	ASSOC LV	115	Hours Used for Class. Association Business (Limited Per Contract)
VOTING LEAVE	VOTING	116	Hours Used for Voting Purposes - No Pay Deduction
LEAVE WITHOUT PAY	DIRWOP	124	Hours of Voluntary Leave Without Pay
DIRECTED LEAVE WITH PAY	DIRECTWP	120	Hours of Leave With Pay - Employee is Directed Not to Report to Work
DIRECTED LEAVE WITHOUT PAY	DIRWOP	121	Hours of Leave Without Pay - Employee is Directed Not to Report to Work

FLEX TIME

FLEX TIME WORKED - WITH PAY		219	Flex hours worked on a non-scheduled work day - Approved by site Administrator
FLEX TIME OFF - WITHOUT PAY		220	Flex hours off -WITHOUT PAY- monitored by site Administrator

* Not available through Timecard On-line.