

## 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	3492	No exception hours to report for Patching Employee
REGULAR HOURS NON-PATCHING W/PERS	TIMECARD	3002	Regular Hours Worked by Non-Patching PERS Eligible Employee
REGULAR HOURS NON-PATCHING W/O PERS	NO PERS	3003	Regular Hours Worker by Non-Patching, Non-PERS Eligible Employee
ADDITIONAL HOURS W/ PERS	ADDLWPER	3007	Additional Worked in Excess of Regular Schedule (Up to 40 Hrs/Week)
ADDITIONAL HOURS W/O PERS	ADDLNOPR	3010	Additional Worked in Excess of Regular Schedule (Up to 40 Hrs/Week)
OVERTIME PAY	OVERTIME	3011	Hours Worked in Excess of 40 Hrs/Week (Enter Actual Hours Worked)
COMP TIME EARNED	COMP ERN	3218	Hours of Comp Time Earned (Enter Actual Hours Only) will calc 1.5 hrs
HOLIDAY - NON-PATCHING	HOLINPAT	3055	Regularly Scheduled Holiday Pay for Non-Patching
HOLIDAY PAY - <b>HOURS WORKED</b>	HOLI PAY	3013	Hours <b>Worked</b> on a Regular Holiday ( <b>Paid In Addition to Holiday Pay</b> )
CALL BACK PAY	CALLBACK	3014	- Call Back (11.6) (Enter 3 hours) Call in Early (11.7) (Enter 1.5 hours)
CALL BACK OVERTIME	CB OT	3018	Call Back Hours, Enter actual hours worked
REPORT TO WORK PAY	REPORT	3015	Report to Work Pay, But No Work (11.8) ( Enter 2 Hours)
* BANQUET PAY	BANQUET	3017	Banquet Hours Worked - For <b>NUTRITION SERVICES</b> Only
* HAZARDOUS DUTY PAY	HAZARD	3025	Hours Approved by Superintendent for Hazardous Job Assignment

### **Transportation ONLY!**

BUS DRIVER HOLIDAY	BUS HOLI	3022	Bus Driver Pay for Holiday <b>NOT</b> Worked
FIELD TRIP REGULAR RATE	FIELDTRP	3044	Field Trip hours (up to 40 Hrs/Week)
FIELD TRIP OVERTIME RATE	FLDTRPOT	3045	Field Trip hours (over 40 Hrs/Week)
TRAINING REGULAR RATE	TRAINREG	3046	Training hours (up to 40 Hrs/Week)
TRAINING OVERTIME RATE	TRAINOT	3047	Training hours (over 40 Hrs/Week)

### LEAVE HOURS:

SICK LEAVE USAGE	SICK USE	3101	Hours of Sick Leave Used
SICK BANK USAGE	SB USE	3104	Hours Used from Sick Bank
FAMILY ILLNESS	FAM ILL	3107	Hours of Sick Leave Used for Family Member Illness
BEREAVEMENT	BEREAVE	3108	Hours of Sick Leave Used for Bereavement
PERSONAL LEAVE	PERS BUS	3110	1st Day Free, 2nd Day (3 yrs of service) deducted from Sick (9.7)
VACATION LEAVE USAGE	VAC USE	3117	Hours of Vacation Leave Used
COMP TIME USED	COMP USE	3118	Hours of Comp Time Used (Enter Actual Hours Only)
JURY DUTY/COURTSUMMONS	JURYDUTY	3112	Hours Used for Jury Duty or Court Summons - No Pay Deduction
MILITARY LEAVE	MILITARY	3113	Hours Used for Military Leave (Limit of 15 Days/Year) - No Pay Deduc.
SCHOOL BUSINESS	SCH BUS	3114	Hours Used for School District Business - No Pay Deduction
ASSOCIATION LEAVE	ASSOC LV	3115	Hours Used for Class. Association Business (Limited Per Contract)
LEAVE WITHOUT PAY	DIRWOP	3124	Hours of Voluntary Leave Without Pay
DIRECTED LEAVE WITH PAY	DIRECTWP	3120	Hours of Leave <b>With</b> Pay - Employee is Directed Not to Report to Work
DIRECTED LEAVE WITHOUT PAY	DIRWOP	3121	Hours of Leave <b>Without</b> Pay - Employee is Directed Not to Report to Work

### FLEX TIME

FLEX TIME WORKED - WITH PAY	3219	Flex hours worked <b>on a non-scheduled work day</b> - Approved by site Administrator
FLEX TIME OFF - WITHOUT PAY	3220	Flex hours off -WITHOUT PAY- monitored by site Administrator

### SNOW DAY/DIGITAL DAY

SD NOT-WORKED PAID	SDNWRK P	3161	Hours Not Worked - PAID, <b>Patching, with PERS</b>
SD NOT-WORKED PAID	SDNWRK P	3162	Hours Not Worked - PAID, <b>Non-Patching, with PERS</b>
SD NOT-WORKED PAID	SDNWRK P	3163	Hours Not Worked - PAID, <b>Non-Patching, Non-PERS</b>
SD MAKE UP HOURS - NON PAID	SDMKUP	3164	Make-up Hours Worked, NON PAID (non-scheduled day or additional not over 40) Vacation or Comp Used can be used in conjunction with Make-Up on non-scheduled work day

\* Not available through Timecard On-line.