



Activity: Time Entry Codes – Schools

Instructional

Additional Duty	160	Sick Leave	310	Leave W/O Pay	390
Temporary Duty	350	Personal	320	FMLA	340
Injury in Line of Duty	352	Worker’s Comp	390/Reason Code 8305		

Custodial/12 Month Non-instructional

Straight Time OT	201	Sick Leave	310	Leave W/O Pay	391
Time and ½ OT	212	Personal	320	Temp Duty	350
Differential	230	Vacation	300	FMLA	340
Injury in Line of Duty	352	Worker’s Comp	391/Reason Code 8305		

Administrators

Sick Leave	311	Personal Leave	321	Vacation	300
Temporary Duty	350	FMLA	340	ILD	352
Worker’s Comp	390/Reason Code 8305				

Food & Nutrition Services

Straight Time OT	200	Sick Leave	310	Leave W/O Pay	390
Time and ½ OT	210	Personal	320	Temp Duty	350
Worker’s Comp	390/Reason Code 8305	ILD	352		

Instructional Assistants/Non-instructional 10 & 11 Months

Straight Time OT	200	Sick Leave	310	Leave W/O Pay	390
Time and ½ OT	210	Personal	320		
Additional Duty	161	Worker’s Comp	390/Reason Code 8305	ILD	352

IA Sub for Teacher 270 Key total hours IA worked in substitute position (e.g. 7.5)
 200 Key *only* hours IA worked beyond regular day (e.g. .50 if IA worked 7.5 hours on 7.0 day)

SRP Riding the Bus 275 Key total hours SRP rode the bus (e.g. 1.5)

Students

Regular Hours 111

Substitutes

Instructional Daily	Job Class 9000	Pay Code 120
Long Term Instructional	Job Class 9005	Pay Code 170
Non-instructional Hourly	Job Class 9003	Pay Code 175

Sub Type

Instructional	Substitute Account Code (replace XXXX with <i>Cost Center</i> and XX with <i>Level</i>)
Long-Term Inst.	1100.XXXX.XX.90000.575001.5100.0000
Food & Nutrition	1100.XXXX.XX.90010.514000.5100.0000
Custodial	4100.XXXX.XX.47000.575002.7600.0000
Instructional Asst.	1100.XXXX.XX.90000.575002.7900.0000
	1100.XXXX.XX.90000.575002.5100.0000