



Activity: Time Entry Codes – District

12 Month Non-Instructional

Straight Time OT	201	Sick Leave	310	Temp Duty	350
Time and ½ OT	212	Personal	320	Leave W/O Pay	391
Differential	230	Vacation	300	FMLA	340
Injury in Line of Duty	352	Worker’s Comp	390/Reason Code 8305		

Administrators/Professional Technical

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

Students

Regular Hours	111
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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		

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	FMLA	340
Additional Duty	161	Worker’s Comp	390/Reason Code 8305	ILD	352

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	1100.XXXX.XX.90000.575001.5100.0000
Long-Term Inst.	1100.XXXX.XX.90010.514000.5100.0000
Food & Nutrition	4100.XXXX.XX.47000.575002.7600.0000
Custodial	1100.XXXX.XX.90000.575002.7900.0000
Instructional Asst.	1100.XXXX.XX.90000.575002.5100.0000

Substitute Account Code (replace XXXX with *Cost Center* and XX with *Level*)