

Commonly Used Codes on Timesheets

XX **XXXX** **X** **XXXX** **XXXX** **XXXX** **XXX** **XXXX**
Fund **Resource** **Year** **Goal** **Function** **Object** **Location** **Management**

Position		Substitute (xxx5)	Overtime (xxx6)	Hourly (xxx7)*	
Teachers	General	Elementary Teacher	01-0000-0-1900-1000-1105-000-0000	Overtime does not apply to these positions	01-0000-0-1900-1000-1107-000-0000
		Secondary Teacher	01-0000-0-1925-1000-1105-000-0000		01-0000-0-1925-1000-1107-000-0000
		Continuation Teacher	01-0000-0-3200-1000-1105-000-0000		01-0000-0-3200-1000-1107-000-0000
		Title I Teacher	01-3010-0-1110-1000-1105-XXX-0000		01-3010-0-1110-1000-1107-XXX-0000
		Non-Student Contact	Substitute time does not apply to this position		01-XXXX-0-XXXX-2700-1907-XXX-XXXX
	Special Education	SDC Teacher	01-6500-0-5XXX-1110-1105-000-0000		01-6500-0-5XXX-1110-1107-000-0000
		SDC Teacher - Preschool	01-3315-0-5730-1110-1105-000-0000		01-3315-0-5730-1110-1107-000-0000
		RSP Teacher	01-6500-0-5770-1120-1105-000-0000		01-6500-0-5770-1120-1107-000-0000
Speech Teacher		01-6500-0-5770-1190-1105-000-0000	01-6500-0-5770-1190-1107-000-0000		
Staff Aide	Paraprofessional I - Kindergarten	01-0709-0-1110-1000-2105-000-0000	01-0709-0-1110-1000-2106-000-0000	01-0709-0-1110-1000-2107-000-0000	
	Paraprofessional I - Regular Ed.	01-0430-0-3550-1000-2105-000-0000	01-0430-0-3550-1000-2106-000-0000	01-0430-0-3550-1000-2107-000-0000	
	Bilingual Paraprofessional	01-0709-0-4760-1000-2105-000-0000	01-0709-0-4760-1000-2106-000-0000	01-0709-0-4760-1000-2107-000-0000	
	Paraprofessional II - Special Ed.	01-3310-0-5XXX-11X0-2105-000-0000	01-3310-0-5XXX-11X0-2106-000-0000	01-3310-0-5XXX-11X0-2107-000-0000	
	Paraprofessional II - Preschool	01-3310-0-5730-11X0-2105-000-0000	01-3310-0-5730-11X0-2106-000-0000	01-3310-0-5730-11X0-2107-000-0000	
Clerical	Clerical Assistant / Registrar	01-0000-0-0000-2700-2405-000-0000	01-0000-0-0000-2700-2406-000-0000	01-0000-0-0000-2700-2407-000-0000	
	Account Clerk I / II	01-0000-0-0000-2700-2405-000-0000	01-0000-0-0000-2700-2406-000-0000	01-0000-0-0000-2700-2407-000-0000	
	Attendance Clerk	01-0000-0-0000-3130-2405-000-0000	01-0000-0-0000-3130-2406-000-0000	01-0000-0-0000-3130-2407-000-0000	
	Office Manager I / II	01-0000-0-0000-2700-2405-000-0000	01-0000-0-0000-2700-2406-000-0000	01-0000-0-0000-2700-2407-000-0000	
Operations	Custodian, Head Custodian I / II	01-0000-0-0000-8200-2205-XXX-0000 70%	01-0000-0-0000-8200-2206-XXX-0000 70%	01-0000-0-0000-8200-2207-XXX-0000 70%	
		01-8150-0-0000-8110-2205-XXX-0000 30%	01-8150-0-0000-8110-2206-XXX-0000 30%	01-8150-0-0000-8110-2207-XXX-0000 30%	
	Custodial Activity - Clean Up	01-0000-0-0000-8200-2205-XXX-0170 70%	01-0000-0-0000-8200-2206-XXX-0170 70%	01-0000-0-0000-8200-2207-XXX-0170 70%	
		01-8150-0-0000-8110-2205-XXX-0170 30%	01-8150-0-0000-8110-2206-XXX-0170 30%	01-8150-0-0000-8110-2207-XXX-0170 30%	
Grounds Worker	01-0000-0-0000-8400-2205-XXX-0000 67%	01-0000-0-0000-8400-2206-XXX-0000 67%	01-0000-0-0000-8400-2207-XXX-0000 67%		
	01-8150-0-0000-8110-2205-XXX-0000 33%	01-8150-0-0000-8110-2206-XXX-0000 33%	01-8150-0-0000-8110-2207-XXX-0000 33%		
Building Maintenance Specialist	01-8150-0-0000-8110-2205-000-0000	01-8150-0-0000-8110-2206-000-0000	01-8150-0-0000-8110-2207-000-0000		
Misc.	Campus Monitor	01-0000-0-1110-1000-2915-000-0000	01-0000-0-1110-1000-2916-000-0000	01-0000-0-1110-1000-2917-000-0000	
	Elem. / HS Library Media Tech.	01-0000-0-0000-2420-2205-000-0000	01-0000-0-0000-2420-2206-000-0000	01-0000-0-0000-2420-2207-000-0000	
	School Site Assistant	01-0000-0-1110-1000-2908-XXX-XXXX	01-0000-0-1110-1000-2908-XXX-XXXX	01-0000-0-1110-1000-2908-XXX-XXXX	

School (XXX) = Your Site / Department

Special Education Goal (5XXX) = 5750 (Severe) / 5770 (Nonsevere)

All "X"s in account code must be replaced with proper funding code

Object Code	When a regular employee is absent and a sub is requested the normal account string would be used, but the object would end in a "5". Example: XX-XXXX-X-XXXX-XXXX-XXX5-XXX-XXXX
1XXX - Certificated	When a regular employee is working overtime (excess of 8 hours per day or on Saturday/Sunday if contracted for 4 or more hours), the account string would follow the normal account string, but the object would end in a "6". Example: XX-XXXX-X-XXXX-XXXX-XXX6-XXX-XXXX
2XXX - Classified	
3XXX - Benefits	When a regular employee is working pre-approved extra time (additional time outside of normal duties or schedule) the account string would follow account string of job performed at time, but the object would end in a "7". Example: XX-XXXX-X-XXXX-XXXX-XXX7-XXX-XXXX

* Verify funding with Senior Director of department extra work is performed in.