## ESP (CLASSIFIED) HOUR CODES TIMECARD ON-LINE & TIMESHEET ENTRY

WORKED HOURS:  NO EXCEPTION  NO EXCEPTION  NO EXCEPTION  NO EXCEPTION  NO EXCEPTION  REGULAR HOURS NON-PATCHING WIPERS  REGULAR HOURS NON-PATCHING WIPERS  ADDIONAL HOURS NON-PATCHING WIPERS  ADDIEVER  ADDIONAL HOURS WIPERS  ADDIEVER  AD	LONG DESCRIPTION	SHORT DESC.	CODE	USE THIS CODE TO ENTER:
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* BANQUET PAY * HAZARDOUS DUTY PAY * BUS HOLI 3022 Bus Driver Pay for Holiday NOT Worked * FIELD TRIP REGULAR RATE * FIELD TRIP OVERTIME RATE * FIELD TRIP OVERTIME RATE * FLOTRPOT 3045 Field Trip hours (up to 40 Hrs/Week) * TRAINING REGULAR RATE * TRAINOR SUFE TRAINOR (over 40 Hrs/Week) * Training hours (up to 40 Hrs/Week) * Training hours (over 40 Hrs/Week)  ** Training ho	CALL BACK OVERTIME	CB OT	3018	Call Back Hours, Enter actual hours worked
* HAZARDOUS DUTY PAY HAZARD  ***  ***  **  **  **  **  **  **  **	REPORT TO WORK PAY	REPORT	3015	Report to Work Pay, But No Work (11.8) (Enter 2 Hours)
Transportation ONLY!  BUS DRIVER HOLIDAY  BUS HOLI  BUS DRIVER HOLIDAY  BUS HOLI  BUS DRIVER HOLIDAY  FIELD TRIP REGULAR RATE  FIELDTRP  FIELD TRIP PREGULAR RATE  FIELDTRPOT  SO45  FIELDTRPOT  SO45  FIELDTRIP PROVERTIME RATE  FIELDTRPOT  SO45  Training hours (up to 40 Hrs/Week)  Training hours (up to 40 Hrs/Week)  Training hours (over 40 Hrs/Week)  FIELDTRPOT  Training hours (over 40 Hrs/Week)  FIELDTRPOT  SO45  FIELDTRP  SO45  FIELDTRPOT  SO45	* BANQUET PAY	BANQUET	3017	Banquet Hours Worked - For NUTRITION SERVICES Only
BUS DRIVER HOLIDAY FIELD TRIP REGULAR RATE FIELD TRIP OVERTIME RATE TRAINING GREGULAR RATE TRAINING SEGULAR RATE TRAINING TRAINING OVERTIME RATE TRAINING OVERTIME RATE TRAINOT TRAINING OVERTIME RATE  SICK LEAVE USAGE SICK USE TRAINOT TRAINING OVER 40 Hrs/Week)  LEAVE HOURS:  SICK LEAVE USAGE SICK USE TRAINOT T	* HAZARDOUS DUTY PAY	HAZARD	3025	Hours Approved by Superintendent for Hazardous Job Assignment
FIELD TRIP REGULAR RATE FIELD TRIP OVERTIME RATE FIELD TRIP OVERTIME RATE FIELD TRIP OVERTIME RATE FIELD TRIP OVERTIME RATE TRAINNOT TRAINING REGULAR RATE TRAINNOT TRAINING OVERTIME RATE TRAINOT TRAINOT TRAINOT TRAINING OVERTIME RATE TRAINOT TRAI	Transportation ONLY!			
FIELD TRIP OVERTIME RATE TRAINING REGULAR RATE TRAINING OVERTIME RATE TRAINING TRAINING OVERTIME RATE TRAINING OVER 10 40 Hrs/Week) Training hours (over 40 Hrs/Week) Training hours (up to 40 Hrs/Week) Training hours (over 40 Hrs/Week) Hours of Sick Leave Used for Fraily Member Illness Taling hours (sick Leave Used for Family Member Illness Taling Hours (sick Leave Used for Family Member Illness Training hours (over 40 Hour	BUS DRIVER HOLIDAY	BUS HOLI	3022	Bus Driver Pay for Holiday <u>NOT</u> Worked
TRAINING REGULAR RATE TRAINOT 3046 Training hours (up to 40 Hrs/Week)  TRAINING OVERTIME RATE TRAINOT 3047 Training hours (up to 40 Hrs/Week)   LEAVE HOURS:  SICK LEAVE USAGE SICK USE SICK USE SICK BANK USAGE SICK BANK USAGE SICK BANK USAGE FAMIL 3107 Hours of Sick Leave Used Hours of Sick Leave Used for Family Member Illness BEREAVEMENT BEREAVE BEREAVEMENT BEREAVE SICK OFT 3129 Hours of Sick Leave Used for Family Member Illness BEREAVEMENT BEREAVE SICK OFT 3129 Hours of Sick Leave Used for Family Member Illness BEREAVEMENT BEREAVE SICK OFT 3129 Hours of Sick Leave With HR Approval while off track (not schedule to work) 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 SICH USED ASSOCIATION LEAVE ASSOCIATION LEAVE ASSOCIATION LEAVE ASSOCIATION LEAVE DIRECTED LEAVE WITHOUT PAY DIREC	FIELD TRIP REGULAR RATE	FIELDTRP	3044	Field Trip hours (up to 40 Hrs/Week)
TRAINING OVERTIME RATE  TRAINOT  3047 Training hours (over 40 Hrs/Week)  LEAVE HOURS:  SICK LEAVE USAGE  SICK USE  SICK USE  SICK USE  SICK BANK USAGE  SB USE  SB USE  SICK BANK USAGE  SB USE  SICK USE  SICK USE  SICK DATA  Hours of Sick Leave Used for Family Member Illness  BEREAVEMENT  SICK LEAVE OFF TRACK  SICK OFT  SICK LEAVE USE OF TRACK  SICK OFT  SICK LEAVE USED  SICK LEAVE USED  SICK USE  SICK USE  SICK DATA  Hours of Sick Leave Used for Bereavement  SICK LEAVE USED  SICK LEAVE USED  SICK USE  SICK USE Used for Sick Leave Used for Eaverwith HR Approval while off track (not schedule to work)  SICK LEAVE USED  SICK LEAVE USED  SICK USE  SIDK LEAVE (ITH Approval while off Isaac Used for Mile of Isaac Used for Mile off Isaac Used f	FIELD TRIP OVERTIME RATE	FLDTRPOT	3045	Field Trip hours (over 40 Hrs/Week)
LEAVE HOURS:  SICK LEAVE USAGE SICK BANK	TRAINING REGULAR RATE	TRAINREG	3046	Training hours (up to 40 Hrs/Week)
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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  ASSOCIATION LEAVE  ASSOC LV 3115 Hours Used for Class. Association Business (Limited Per Contract)  LEAVE WITHOUT PAY  DIRECTED LEAVE WITH PAY  DIRECTED LEAVE WITHOUT PAY  DIRWOP 3121 Hours of Leave Without Pay - Employee is Directed Not to Report to Work  PLEX TIME  FLEX TIME  FLEX TIME  FLEX TIME WORKED - WITH PAY  S1219 Flex hours worked on a non-scheduled work day - Approved by site Administrator	BEREAVEMENT	BEREAVE	3108	Hours of Sick Leave Used for Bereavement
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COMP TIME USED  COMP USE  3118 Hours of Comp Time Used (Enter Actual Hours Only)  JURY DUTY/COURTSUMMONS  JURY DUTY  3112 Hours Used for Jury Duty or Court Summons - No Pay Deduction  MILITARY LEAVE  MILITARY  SCHOOL BUSINESS  SCH BUS  ASSOCIATION LEAVE  ASSOC LV  MILITARY  ASSOC LV  MILITARY  M	PERSONAL LEAVE	PERS BUS	3110	1st Day Free, 2nd Day (3 yrs of service) deducted from Sick (9.7)
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MILITARY LEAVE SCHOOL BUSINESS SCH BUS	COMP TIME USED	COMP USE	3118	Hours of Comp Time Used (Enter Actual Hours Only)
SCHOOL BUSINESS ASSOCIATION LEAVE BUS ASSOCIATION LEAVE ASSOCIATION LEAVE ASSOCIATION LEAVE BUS ASSOCIATION LEAVE BUS ASSOCIATION LEAVE BUS ASSOCIATION LEAVE BUS ASSOCIATION LEAVE WithOUT PAY BURWOP	JURY DUTY/COURTSUMMONS	JURYDUTY	3112	Hours Used for Jury Duty or Court Summons - No Pay Deduction
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DIRECTED LEAVE WITH PAY DIRECTWP 3120 Hours of Leave With Pay - Employee is Directed Not to Report to Work DIRECTED LEAVE WITHOUT PAY DIRWOP 3121 Hours of Leave Without Pay - Employee is Directed Not to Report to Work  FLEX TIME FLEX TIME WORKED - WITH PAY  3219 Flex hours worked on a non-scheduled work day - Approved by site Administrator	LEAVE WITHOUT PAY	DIRWOP	3124	Hours of Voluntary Leave Without Pay
FLEX TIME FLEX TIME WORKED - WITH PAY  3219 Flex hours worked <b>on a non-scheduled work day</b> - Approved by site Administrator	DIRECTED LEAVE WITH PAY	DIRECTWP	3120	Hours of Leave With Pay - Employee is Directed Not to Report to Work
FLEX TIME WORKED - WITH PAY 3219 Flex hours worked <b>on a non-scheduled work day</b> - Approved by site Administrator	DIRECTED LEAVE WITHOUT PAY	DIRWOP	3121	Hours of Leave Without Pay - Employee is Directed Not to Report to Work
FLEX TIME WORKED - WITH PAY 3219 Flex hours worked <b>on a non-scheduled work day</b> - Approved by site Administrator	FLEX TIME			
			3219	Flex hours worked on a non-scheduled work day - Approved by site Administrator
				Flex hours off -WITHOUT PAY- monitored by site Administrator

<sup>\*</sup> Not available through Timecard On-line.

Date: 11/03/2021, Rev. G PAY-L002 Page 1 of 1