

### Commonly Used Time Reporting Codes

TRC	Description	Type
061	Substitute Teacher - Daily	Daily
061H	Sub Hours	Hourly
062	Substitute Teacher - Night Sch	Daily
071	Sub Secretary/Clerk - Hourly	Hourly
081	Substitute Paraeducator	Hourly
091	Substitute Extended Rate	Daily
091H	Sub Hours + Bonus	Hourly
092	Substitute Bonus - Hourly	Hourly
510	Overtime	Hourly
530	Stipend Amount	
540	Temporary Hours	Hourly
560	Outdoors School - Teacher	
565	Outdoors School - PFSP	
590	Unpaid Absence - Salaried	Hourly
591	Unpaid Absence - Hourly	Hourly
672	Absence - Professional Lv	Hourly
620	Sick Leave - Salaried	Hourly
621	Sick Leave - Hourly	Hourly
622	Sick Leave - Contract	Hourly
630	Vacation - Salaried	Hourly
631	Vacation - Hourly	Hourly
632	Vacation - Contract	Hourly
640	Reserve Sick Leave - Salaried	Hourly
641	Reserve Sick Leave Hourly	Hourly
642	Reserve Sick - Contract	Hourly
650	Family Illness - Salaried	Hourly
651	Family Illness - Hourly	Hourly
652	Family Illness - Contract	Hourly
660	Emergency/Personal - Salaried	Hourly
661	Emergency/Personal - Hourly	Hourly
662	Emergency/Personal - Contract	Hourly
670	Professional Leave-Sal	Hourly
680	Military Leave - Salary	Hourly
681	Military Leave - Hourly	Hourly
682	Military leave - Contract	Hourly
700	Funeral Leave - Salaried	Hourly
701	Funeral Leave - Hourly	Hourly
702	Funeral Leave - Contract	Hourly
705	Reserve Funeral Leave-Salaried	Hourly
706	Reserve Funeral Leave - Hourly	Hourly
707	Reserve Funeral Lv - Contract	Hourly
710	Court Witness Absence-Salaried	Hourly
711	Court Witness - Hourly	Hourly
712	Court Witness - Contract	Hourly
715	Jury Duty - Salaried	Hourly
716	Jury Duty - Hourly	Hourly

**Commonly Used Time Reporting Codes**

<b>TRC</b>	<b>Description</b>	<b>Type</b>
717	Jury Duty - Contract	Hourly
720	Administrative Pd Lv -Salaried	Hourly
721	Administrative Pd Leave - Hrly	Hourly
722	Administrative Pd Lv Contract	Hourly
730	Workers Comp Absence -Salaried	Hourly
731	Workers Comp Absence - Hourly	Hourly
732	Workers Comp - Contract	Hourly
740	Work Related Absence - Sal	Hourly
741	Work Related Absence - Hrly	Hourly
742	Work Related Absence-Contract	Hourly
750	Union Business - Salaried	Hourly
751	Union Business - Hourly	Hourly
752	Union Business - Contract	Hourly
817	Extended Hours	Hourly
855	Para Bus Duty	
960	Substitute Admin - Daily	