The table below identifies eligible pay codes and provides a guide for the use of these pay codes when reporting attendance. This ***does not*** replace or override the contract rules and regulations. Refer to the contract rules, emergency reporting procedures and other MCPS regulations for detail descriptions of the reporting of pay.

	Pay Codes	Pay Code Name	When to Use
			Attendance Type: Supporting Services and Professional Employees
Hours Worked	REG	Regular Hours Worked	Hours worked within the hours scheduled.
Absences	AC5	Academic Leave 50%	***For Payroll Use Only***. Used to report time for employees that are on Academic Leave. Through an agreement with MCPS, employees are paid 50% of their salary.
	AC6	Academic Leave 60%	***For Payroll Use Only***. Used to report time for employees that are on Academic Leave. Through an agreement with MCPS, employees are paid 60% of their salary.
	ADL	Administrative Leave	Paid leave of absence for employees working with participating agencies outside of MCPS or for those employees on authorized administrative leave with pay.
	ANN	Annual Leave	Paid leave used during the pay period that is advanced to each 12-month employee. When using this pay code, if there is not enough leave hours in the balance for the number of hours that are reported, a warning message is displayed on the screen. The hours may be corrected or the Change icon may be clicked a second time, which accepts the hours as reported. During the payroll process, the number of hours will be posted as absence without pay.
	BFI	Bereavement in Family-Immediate	Paid leave used during the pay period upon the death of a child, parent (natural, step, foster or in-law), brother, sister, wife or anyone who has lived regularly in the employee's household. Maximum of five (5) days paid.
	BFO	Bereavement in Family-Other	Paid leave used during the pay period upon the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild or spouse's grandparent. Maximum of two (2) days paid.

Absences, cont'd	BIN	Bereavement in Family – Immediate (Non-Accruable)	***Transportation Bus Drivers/Attendants – Summer Only.*** Paid leave used during the summer pay periods upon the death of a child, parent (natural, foster or in-law), brother, sister, wife or anyone who has lived regularly in the employee's household.
	BON	Bereavement in Family – Other (Non-Accruable)	***Transportation Bus Drivers/Attendants – Summer Only***. Paid leave used during the summer pay period upon the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild or spouse's grandparent. Maximum of two (2) days paid.
	CCN	Childcare Leave – Not Paid	Unpaid leave reported for employees for childcare leave purposes. Refer to negotiated agreements for eligibility rules pertaining to child care priorities.
	CCP	Childcare Leave – Paid	Paid leave used to report absence for the time that the employee is within the appropriate post-partum period and has paid leave available. The hours shall be charged against the employee's accumulated sick leave. When using this pay code, if there is not enough sick leave in the balance for the number of hours that are reported, a warning message is displayed on the screen. The hours may be corrected, the paycode can be changed to CCN, or the ***Change*** icon may be clicked a second time, which accepts the hours <u>as reported</u>. During the payroll process, the number of hours over-reported will first be applied against a sick bank grant (if there is one). If there is no sick bank grant or if there are not enough available hours in the grant, the hours will be applied against available annual leave. Finally, if there are still over-reported hours remaining, the remainder is posted as absence without pay.
	CVL	Civil	Paid leave used during the pay period for unit member subpoenaed in a civil or criminal case; or called to serve on a jury.
	EMR	Emergency	Paid leave used during the pay period when schools and/or offices are closed due to inclement weather or other emergency reasons. Do not use this pay code if this is a regularly scheduled day off for an employee. Because the eligibility rules vary between types of employees and types of emergency, refer to the Emergency Reporting Guidelines for official rules for reporting this type of leave.
	HOL	Holiday or Compensible Non-duty Day	Used for MCPS official holidays as well as compensible non-duty days for teachers. Do not report HOL if this is a regularly scheduled day off for an employee.

Absences, cont'd	HLN	Holiday or (Non-Accruable)	***Transportation Bus Drivers/Attendants – Summer Only.*** Used for MCPS official holidays. Do not report if this is a regularly scheduled day off for an employee.
	HRR	Holiday on scheduled day off	***For Supporting Services Employees***. When an official holiday falls on an employee's regularly scheduled day off that occurs during the workweek (Monday through Friday), report the hours as HRR. Do not report holiday (HOL). The hours reported are not to exceed eight (8) hours per holiday.
	IIF	Illness in Family	Paid leave used by employee for absence due to illness in the immediate family. The hours shall be charged against the employee's accumulated sick leave. When using this pay code, if there is not enough sick leave in the balance for the number of hours that are reported, a warning message is displayed on the screen. The hours may be corrected or the Change icon may be clicked a second time, which accepts the hours <u>as reported</u>. During the payroll process, the number of hours over-reported will first be applied available annual leave. If there are still over-reported hours remaining, the remainder is posted as absence without pay.
	MIL	Military	Paid leave used by employee for absence due to military training purposes required by law. Maximum 15 calendar days per school year.
	NPR	Absent without Pay – Reported	Unpaid leave reported for employees for authorized or unauthorized absences.
	NPS	Absent without Pay – Scheduled	This code includes system-determined days that cannot be paid: • No work – No pay days for scheduled non-duty days for 9- & 10-month supporting services employees • Days before starting duty day or days after the last duty day within a pay period • Days with a pay period that are before the start date of an assignment or after the last day of an assignment. When choosing the NoPrefill option, enter NPS to report hours for these types of days.

Absences, cont'd	PER	Personal Leave	Paid leave used during the pay period that is granted to unit members and approved by an appropriate official prior to use. When using this pay code, if there is not enough leave in the balance for the number of hours reported, a warning message is displayed on the screen. The hours may be corrected or the Change icon may be clicked a second time, which accepts the hours <u>as reported</u>. During the payroll process, the number of hours over-reported will first be applied available annual leave. If there are still over-reported hours remaining, the remainder is posted as absence without pay.
	PRO	Professional	Paid leave used during the pay period for unit members attending professional meetings.
	SCK	Personal Sick Leave	Paid leave used during the pay period that is advanced to unit members for personal illness or injury (non-work related). When using this pay code, if there is not enough leave in the balance for the number of hours that are reported a warning message is displayed on the screen. The hours may be corrected or the Change icon may be clicked a second time, which accepts the hours <u>as reported</u>. During the payroll process, the number of hours over-reported will first be applied against a sick bank grant (if there is one). If there is no sick bank grant or if there are not enough available hours in the grant, the hours will be applied against available annual leave. Finally, if there are still over-reported hours remaining, the remainder is posted as absence without pay.
	UBL	Union Business Leave	Paid leave used during the pay period for employees to perform association business in accordance with appropriate procedures.
	UIN	Unusual or Imperative Leave without Pay	Prior approval by the Office of Human Resources is required for this type of leave. It is approved unpaid leave granted for unusual or imperative reasons that cannot be designated by any other type of leave
	UIP	Unusual or Imperative Leave with Pay	Prior approval by the Office of Human Resources is required for this type of leave. It is approved leave granted for unusual or imperative reasons that cannot be designated by any other type of leave.

Absences, cont'd	WCP	Workers Compensation Leave	Paid leave that may be granted for employees who are unable to report to work as a result of an injury in the line of duty. The system will validate a work-reported injury against Safety records in the HRIS database. WCP can be reported if there is a worker's comp claim for the employee in managed care, not denied and the claim is (1) less than or equal to a year after the date of the incident or (2) is greater than 1 year but is eligible to be paid. Refer to negotiated agreements for detailed reporting instructions.
Overtime	CBP	Call Back Pay	For non-exempt supporting services employees when they are called back to their work location. Example: security alarm has gone off and security team member must return to the location.
	DEC	Delayed Opening/Early Closing	School based Supporting Service employees can report this (1 hour) on a delayed opening or early closing.
	EDW	Emergency Day Worked	Used to report time worked on a _system-wide_ closing by designated emergency personnel. The hours in this pay code should equal the hours reported for REG on that day. Refer to Emergency Reporting Guidelines and contract.
	OTR	Overtime	All hours worked that are over the hours scheduled (with the exceptions described in this list) are to be recorded as OTR. The system will move all hours over 8 in a day and over 40 in a week to premium overtime (OTP) paid at the premium rate.
	OUP	Outside Use (ICB) OT at Premium Rate	Hours worked for ICB that cause the employee to work over 8 hours in a day or 40 hours in a week- paid at time and one-half. This is entered by the timekeeper.
	OUR	Outside Use (ICB) OT at Regular Rate	Hours worked for ICB that are to be paid at regular rate.
	PPO	Prior Pay Overtime at Premium Rate	***Transportation Bus Drivers/Attendants.*** Use to report the prior pay periods' overtime to be paid at time and one half.
	PPR	Prior Pay at Regular Rate	***Transportation Bus Drivers/Attendants***. Use to report the prior pay periods' overtime at regular rate.
	STB	Stand By	An employee that has been requested to be on call for a certain period. The period cannot be immediately prior to the daily scheduled start or end time. Example – during winter, plumbers are on stand-by on weekends.
	WOH	Worked on a holiday	Hours worked by supporting services employees in budgeted positions on an official board holiday, paid at 1 - 1/2 times regular hourly rate in addition to the holiday pay.

Attendance Type: Temporary Part Time Employment

Hours Worked	TPE	Temporary Part Time – Exempt	Used to report hours worked for non-budgeted or non-permanent employee groups designated as Temporary Part Time. Use this pay code for exempt TPT assignments. These are assignments not eligible for overtime.
	TPT	Temporary Part Time – Non-Exempt	Used to report all hours worked (that are not ICB overtime) for non-budgeted or non-permanent employee designated as Temporary Part Time. Use this pay code for non-exempt TPT assignments. These are assignments eligible for overtime. Premium overtime will be computed during the payroll process.
	BOT	Bus Operator Training	*Transportation Use.* To report training time. DO NOT use OTR to report training.
Absences	BIN	Bereavement in Family – Immediate (Non-Accruable)	*9- or 10-month unit members working in the summer in same job class as his/her permanent job.* Paid leave used during the pay period upon the death of a child, parent (natural, foster or in-law), brother, sister, wife or anyone who has lived regularly in the employee's household. Maximum of five (5) days paid.
	BON	Bereavement in Family – Other (Non-Accruable)	*9- or 10-month unit members working in the summer in same job class as his/her permanent job.* Paid leave used during the pay period upon the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild or spouse's grandparent. Maximum of two (2) days paid.
	EMR	Emergency	*Lunch hour aides and Staff Development Substitute Teachers.* Paid leave used during the pay period when schools are closed due to inclement weather or other emergency reasons. Refer to the Emergency Reporting Guidelines for official rules for reporting this type of leave.
	HLN	Holiday or Compensible Non-Duty Day (Non-Accruable)	*9- or 10-month unit members working in the summer in same job class as his/her permanent job.* Paid leave for a board-approved holiday occurring during the summer months. Allowed only if the employee works the day before and the day after the holiday.

Absences, cont'd	SNA	Sick Leave (non-accruable)	Paid leave used during the pay period by: • 10-month supporting services employees working during the summer. • Paid leave used during the pay period by unit members working in Evening High School credit programs during the school year. Charged to accumulated sick leave. Does not accrue leave.
Overtime	OUP	Outside Use (ICB) OT at Premium Rate	Hours worked for ICB that cause the employee to work over eight (8) hours in a day or 40 hours in a week- paid at 1 1/2 times regular hourly rate. This is to be entered by the timekeeper.
	OUR	Outside Use (ICB) OT at Regular Rate	Hours worked for ICB that are to be paid at regular rate.
	WOH	Worked on a holiday	***9- or 10-month non-exempt unit members working in the summer in same job class as his/her permanent job.*** Hours worked an official board holiday during the summer months, paid at 1 - 1/2 times regular hourly rate in addition to the holiday pay.

Short Term Substitute Teachers

Hours Worked	STS	Short Term Substitute Teachers	Hours worked as a short-term substitute teacher.

Long Term Substitute Teachers

Hours Worked	LTS	Long Term Substitute Teachers	Hours worked as a long term substitute teacher. The assignment must exist in the HRIS system.
Absences	EMR	Emergency	Paid leave used during the pay period when schools are closed due to inclement weather or other emergency reasons. Refer to the Emergency Reporting Guidelines for official rules for reporting this type of leave.

Emergency Class Coverage

Hours Worked	CLC	Class Coverage	Teachers or substitute teachers that are using one hour of their planning time to substitute for another teacher.
	IAC	Instructional Assistant Class Coverage	Instructional assistants that are covering a class for a teacher. Refer to the negotiated agreements for eligibility rules pertaining to class coverage.

Summer Supplemental Employment

Hours Worked	SSE	Summer Supplemental Employment	Used for reporting hours worked by unit members in their Summer Supplemental Employment positions.
	TRN	Tier 1 Training	**For Staff Development use.** Used to record staff eligible to be paid with the TRN pay code.
Absences	SNA	Sick (Non-Accruable)	**Summer only.** Paid leave used during the pay period by 10-month professional employees working in the SSE program during the summer. Charged to accumulated sick leave. Does not accrue leave.
	UBN	Union Business (Non-Accruable)	**Summer only.** Paid leave used during the pay period for employees to perform association business in accordance with appropriate procedures.
	BIN	Bereavement in Family – Immediate (Non-Accruable)	**Summer only.** Paid leave used during the pay period upon the death of a child, parent (natural, foster or in-law), brother, sister, wife or anyone who has lived regularly in the employee's household. Maximum of five (5) days paid.
	BON	Bereavement in Family – Other (Non-Accruable)	**Summer only.** Paid leave used during the pay period upon the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild or spouse's grandparent. Maximum of two (2) days paid.

Attendance Type: Extracurricular Activities – Class 1

Hours Worked	EC1	Extracurricular Activities – Class 1	Hours worked for ECA-1 assignments.

Attendance Type: Outdoor Education

Hours Worked	EC2	Outdoor Education	Reported as one (1) unit for each night of outdoor education work.

Attendance Type: Extracurricular Activities – Class 3

	EC3	Extracurricular Activities – Class 3	Dollars to be paid for ECA-3 assignments. The pay code EC3 is automatically assigned by the system and does not need to be entered by the timekeeper.

Attendance Type: Professional Workshops

Training	WKS	Professional Workshops	Dollars to be paid for workshops. Also used to pay the Student Teacher Supervisors' stipend. The pay code WKS is automatically assigned by the system and does not need to be entered by the timekeeper.