



day of an absence, the FTE account code for the absent person may be used to cover the cost of the sub.
Please contact David Stone in Budget for appropriate account code information.

When a substitute is working due to other reasons, an override account code must be entered in the Time
day of signmd is ehafield trips, EP work, Oregon Trail Overnight program, ~~ESD~~ Outdoor School, science fair, special proj

charge that employee to the Special Department - please contact Robin Wone for an account code.

Teacher is attending a District or School Inservice or training event (Absence - Work Related), not covered by their Professional Leave or PGF. Please check with the appropriate department or program conducting the training for override account code information.

Teacher is relieved of regular classroom duties to perform Union Business (PAT is paying). In this case, the school will use the Third-Party Accounts Receivable (Acct Rec Other) in Time & Labor to bill PAT. Please see the *2024-25 Override Account Codes for Payroll* sheet for assistance.

Teacher is covering for Principal for school needs, or is attending Leadership events, Cluster/Cohort Meeting, or other K-5/K-8 or MS/HS training event. Please contact your Senior Director's office for approval and account code information for these events.

Substitutes covering for other types of licensed employees who do not have direct classroom instruction duty, such as Counselors, SMS, Instructional Specialists, etc. The District Sub Budget will not cover these types of subs unless covering for direct classroom instruction, or as approved by the Sub Office.

Time submitted without an override account code for these types of substitutes will automatically be charged back to the school's Consolidated Budget.

For All Substitute Time Reported:

The details section in Time & Labor should include the reason for the substitute. The individual responsible for the budget should determine and provide the funding source information. If you do not have that information, contact Budget & Grant Accounting for assistance in determining the correct account code.