Payroll Reason Codes for IEP Work

When you have a teacher or substitute who is involved with IEP writing or meetings, please select a drop-down Reason Code in Time & Labor that best fits the Substitute or Extended Hours (no account code will be needed). Include the Student ID Number in the Details:

Drop-Down Reason	Reason Code	Meaning
IEP General Ed	IEPGF	IEP General Ed (Meeting / Writing)
IEP SPED Meetings	IEPSM	IEP SPED Meeting / Conference
IEP SPED Writing	IEPSW	IEP SPED Writing
N/A	IEPSP	IEP SPED (Generic)

General Ed Teachers & Substitutes are always coded to the first option, IEP General Ed - whether they are writing a plan or involved in a meeting or conference.

Special Ed Teachers & Substitutes should be further defined (if possible), by indicating whether the SPED teacher is involved in plan writing or meeting/conferences regarding IEPs; this requirement comes from the Special Ed department. If you don't know whether the SPED teacher was writing plans or in meetings/conferences, use the "generic" IEP SPED option.

Payroll Reason Codes for 504 Plan Work

When you have a teacher or substitute who is involved with 504 Plan writing or meetings, please select a drop-down Reason Code in Time & Labor that best fits the Substitute or Extended Hours (no account code will be needed). Include the Student ID Number in the Details:

Drop-Down Reason	Reason Code	Meaning
504 Meeting	504MT	504 Meeting (all employee types)
504 Writing	504MW	504 Writing (all employee types)

There is no differentiation between General Ed teachers and SPED teachers in 504 Plan work.

Payroll Reason Codes for TAG Plan Work

When you have a teacher or substitute who is involved with TAG Plan writing or conferencing, please select "Other Chartfield" as the Reason Code in Time & Labor and contact the TAG Office for the override account code. Include the Student ID Number in the Details.