

Coding For Substitute Personnel (For Sub Tracking)

XXXX = Cost Center Number

20XX0 = Use Fiscal Year Code

	FUND	E	FUNCTION	OBJECT	COST CENTER	PROJECT	SUBPROJECT	PROGRAM
Teacher¹								
Permanent Person	1110	E	5X00	0121	XXXX	01010	00000	00000
Sub	1110	E	5X00	0753	XXXX	01030	00000	00000
or								
Permanent Person	4210	E	5X00	0121	XXXX	53020	20XX0	00000
Sub	4210	E	5X00	0753	XXXX	53030	20XX0	00000
or								
Permanent Person	1110	E	5X00	0121	XXXX	07160	00000	00000
Sub	1110	E	5X00	0753	XXXX	01030	00000	00000
Sub ²	1110	E	5X00	0753	XXXX	07180	00000	00000
Food Service								
Permanent Person	4110	E	7600	0161	XXXX	01010	00000	00000
Sub	4110	E	7600	0752	XXXX	01030	00000	00000
School Bus Assistant								
Permanent Person	1110	E	7800	0151	4108	01010	00000	00000
Sub	1110	E	7800	0752	4108	01030	00000	00000
or								
Permanent Person	4210	E	7800	0151	4108	52360	20XX0	00000
Sub	4210	E	7800	0752	4108	52360	20XX0	00000
School Bus Operator								
Permanent Person	1110	E	7800	0161	4108	01010	00000	00000
Sub	1110	E	7800	0752	4108	01030	00000	00000
Custodial								
Permanent Person	1110	E	7900	0161	XXXX	01010	00000	00000
Sub	1110	E	7900	0752	XXXX	01030	00000	00000
Teacher Assistant								
Permanent Person	1110	E	5100	0151	XXXX	01010	00000	00000
Sub	1110	E	5100	0752	XXXX	01030	00000	00000
or								
Permanent Person	1110	E	5100	0151	XXXX	07160	00000	00000
Sub	1110	E	5100	0752	XXXX	07180	00000	00000
or								
Permanent Person	4210	E	5100	0151	XXXX	53020	20XX0	00000
Sub	4210	E	5100	0752	XXXX	53030	20XX0	00000
Teacher Assistant-Special								
Permanent Person	1110	E	5200	0151	XXXX	01010	00000	00000
Sub	1110	E	5200	0752	XXXX	01030	00000	00000
or								
Permanent Person	1110	E	5200	0151	XXXX	07160	00000	00000
Sub	1110	E	5200	0752	XXXX	07180	00000	00000
or								
Permanent Person	4210	E	5200	0151	XXXX	52360	20XX0	00000
Sub	4210	E	5200	0752	XXXX	52360	20XX0	00000
Early Childhood Assistant								
Permanent Person	1110	E	5500	0151	XXXX	53090	20XX0	00000
Sub	1110	E	5500	0752	XXXX	53090	20XX0	00000
or								
Permanent Person	1110	E	5500	0151	XXXX	75420	20XX0	00000
Sub	1110	E	5500	0752	XXXX	75420	20XX0	00000
or								
Permanent Person	4210	E	5200	0151	XXXX	52370	20XX0	00000
Sub	4210	E	5200	0752	XXXX	52370	20XX0	00000
or								
Permanent Person	4210	E	5500	0151	XXXX	53070	20XX0	00000
Sub	4210	E	5500	0752	XXXX	53070	20XX0	00000

1 The object code for all instructional subs should be 0753. The fund and function should mirror the teacher account coding of which the person is subbing.

2 This account coding should be used for workshops, field trips, etc. that are funded by EEA (formerly known as SAI).