Other Compensation Pay Account Coding

(Template from Budgeting Department)

OVERTIME & EXTRA PAY

If salary contract is paid from project 01010:

General: 1110E XXXX 01X9 XXXX 01040 00000 00000

Food Service: 4110E XXXX 01X9 XXXX 01040 00000 00000

If salary contract is paid from another project:

General: 1110E XXXX 01X9 XXXX (project number) XXXXX 00000

Federal: 4XX0E XXXX 01X9 XXXX (project number) (year code) 00000

TEACHER PLANNING

General: 1110E6300 01X9 XXXX (project number) XXXXX 00000

Federal: 4XX0E6300 01X9 XXXX (project number) (year code) 00000

- Teacher planning requires a 6300 function.

PROFESSIONAL DEVELOPMENT

General IAP: 1110E6400 01X9 XXXX (project number) XXXXX 00000

General ESP: 1110E7730 01X9 XXXX (project number) XXXXX 00000

Federal IAP: 4XX0E6400 01X9 XXXX (project number) (year code) 00000

Federal ESP: 4XX0E7730 01X9 XXXX (project number) (year code) 00000

- Professional development activities/workshop for Instructional employees require a 6400 function.

- Professional development function coding for ESP and other non-instructional staff is 7730.

STUDENT TUTORING

General: 1110E5X00 01X9 XXXX (project number) XXXXX 00000

Federal: 4XX0E5X00 01X9 XXXX (project number) (year code) 00000

- Tutoring and extra pay with instructional student interaction require a 5100 function for Basic Instruction and 5200 for Exceptional (ESE).

PARENT TEACHER CONFERENCES

General: 1110E5100 01X9 XXXX (project number) XXXXX 00000

Federal: 4XX0E6150 01X9 XXXX (project number) (year code) 00000

- Conferences should be coded to function 6150 for federal or 5100 for general fund.

- All above payments will have District contributions for Retirement, FICA, and Medicare taxes.*

*The **Workshop** pay code does not have a retirement contribution

SUBSTITUTE TEACHER

General: 1110EXXXX 0753 XXXX (project number) XXXXX 00000

Federal: 4XX0EXXXX 0753 XXXX (project number) (year code) 00000

- The function should be determined based on the activity of the teacher for which the person is subbing.

Ex. Professional development activities should be coded to function 6400.

Parent teacher conference activities should be coded to function 6150 in federal and function 5100 in the general fund.