

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 &

	Reason Code	Meaning
IEP General Ed	IEPGF	IEP General Ed (Meeting / Writing)
IEP SPED Meetings	IEPSM	IEP SPED Meeting / Conference
IEP SPED Writing		P 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)

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.