

AESOP Account Coding

Use the definitions and guidelines below when determining which reason to choose and how to report time for absences or vacancies

Daily Rate	Teacher View	Aesop Code	Requires Accounting Code in Aesop?	CDH Code for Timecard Onlline	CDH Description	Pay and/or Charges to Leave	WEA Article	WEA Description	Use When (Examples)
\$171	No	Admin Leave w/o Pay	No	3619	LWOP (Leave Without Pay)	\$0 Pay			Voluntary Leave without Pay
\$171	No	Admin Leave w/o Pay	No		These leaves are adjusted to a 750 pay screen	\$0 Pay	22.1	Leaves Without Pay	Leave requested by the employee; up to 1 year; requires approval.
\$171	No	Admin Leave w/Pay	No	3620	Directed Leave with Pay	No impact			District directed leave (suspension or otherwise) WITH pay
\$143	No	Association Leave	No	3615	Approved Association Leave	No impact	23.1	Association Leave	Leave to conduct association related business. Per negotiated agreement, no more than 20 consecutive days at one time per employee; up to 80 days total.
\$143	Yes	Athletic Leave Absen	No	3632	Athletic Leave	No impact			Employee will be absent to participate in athletic activities
\$143	Yes	Bereavement	No	3608	Bereavement	Sick Leave	20.3	Bereavement Leave	Leave for business related to the death of a family member or close personal friend. Up to 10 days for immediate family. Employee may request an additional 2 days of leave with a sub deduction from pay for immediate family. Up to 5 days leave for close friends.
\$171	No	Child Rearing	No		These leaves are adjusted to a 750 pay screen	\$0 Pay	22.3, 21.7, 22.4	Child Rearing Leave (22.3), Adoption Leave (21.7), Adoption Leave Long Term (22.4)	Leave granted for the employee for child rearing; may be requested any time during pregnancy or within four (4) months after the birth of the child; leave not to exceed twelve (12) months; see WEA agreement for additional details. Also covers approved adoption leave which can be granted for up to 3 weeks (for an individual employee or total between two district employees). Adoption leave long term can be approved for up to 12 months.
\$143	No	Community Service	No	3625	Approved Community Service Leave	Sub deduct	21.2	Community Service	Up to 5 days per year to participate in civic/community activities; must be requested in writing and approved in advance; shall not be requested during first two (2) or last two (2) weeks of the school year without extenuating circumstances.
\$143	No	External Billing	No	3644	School Business District	No impact			Use this code when the employee is approved to away from work and an external agency will be paying for the cost of the sub.
\$143	Yes	Family Illness	No	3607	Family Illness	Sick Leave	20.4	Family Illness	In the event of an accident or critical illness, accrued sick leave may be used to provide emotional or physical support for the family member. Up to 10 days sick leave may be used for family illness when the event is not an accident or critical illness.
\$143	Yes	Field Trip Absence	No	3634	Field Trip Absences	No impact			Employee will be absent to support a work related field trip. Not to be used for absences to participate in the field trips of their own children (should be entered as personal business leave instead).
\$143	Yes	Jury Duty	No	3612	Jury Duty	No impact	21.10	Jury Duty	Notice of jury service must be provided to employee's principal/supervisor. Any compensation received for jury duty from the courts must be turned in to Business office.
\$143	Yes	Military Leave	No	3613	Military Leave	No impact up to 30 days per year	21.3	Military Leave	Leave shall be approved without loss of pay for up to 30 days per year.
\$143	Yes	ParentInvolvUseAcct*	Yes	3641	School Business Site	No impact			Absence from classroom to participate in Title I Parent Involvement or Home Visit programs
\$143	Yes	Personal Business	No	3610	Personal Business	1 Free / 3 Sick / 1 Sub Deduct	21.6, 21.8	21.6 Personal Business Leave, 21.8 Personal Leave	Upon reasonable prior notification to the principal/supervisor, leave shall be granted to attend to personal business.
\$143	No	Prep Period Usage	No	3640	Prep Period Used	Prep Period Leave Balance	18.6	Prep Time Accrual	Secondary teachers who use their prep periods to fill in as a substitute in other classrooms earn compensatory time off or pay in return for their work. This code is to be used when they would like to take time off using those periods earned. A maximum of 2 days may be taken off of work per year. Maximum accumulation is 10 days per year. See WEA agreement for additional guidelines surrounding the earning, usage and payment of prep period compensatory time.
\$143	Yes	ProfDevGen*UseAcct*	Yes	3649	Professional Leave Dept Funds	No impact	21.1, 21.5	21.1 Visitation Leave, 21.5 Professional Leave	Professional Development GENERAL FUND leave applies to activities related to the skill development of the employee (days for professional growth). For example, participation in conferences, workshops, observations, etc. This code should be used when a WCSD DISTRICT DEPARTMENT, other than the school, (such as ELL, C&I, Assessment, etc.) will be funding the cost of the sub.
\$143	Yes	ProfDevGmt*UseAcct*	Yes	3647	Professional Leave Grant	No impact	21.1, 21.5	21.1 Visitation Leave, 21.5 Professional Leave	Professional Development GRANT leave applies to activities related to the skill development of the employee (days for professional growth). For example, participation in conferences, workshops, observations, etc. This code should be used when a GRANT will be funding the cost of the sub (such as Title I, Zoom, TIF etc).
\$143	Yes	ProfDevSiteOperating	No	3646	Professional Leave Site	No impact	21.1, 21.5	21.1 Visitation Leave, 21.5 Professional Leave	Professional Development SITE leave applies to activities related to the skill development of the employee (days for professional growth). For example, participation in conferences, workshops, observations, etc. This code should be used when the SCHOOL (site) operating budget will be funding the cost of the sub.

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\$171	No	Public Office Leave	No	3629	Public Office Leave	\$0 Pay	21.12	Public Office Leave	Leave is requested in advance and approved for the employee to fulfill the responsibilities of a public office to which they are elected.
\$143	Yes	School Business-Dist	No	3644	School Business District	No impact	21.11	School Business Leave	School Business DISTRICT refers to activities that are not training activities specifically designed to improve the professional practice of the employee. Examples include but are not limited to, participation in DISTRICT events, committees, special projects, legislative advocacy, etc. National board certification should be entered with this code. Additionally, this code will be used when a teacher is pulled to cover for a Dean and a sub is needed for the teacher. This code should be used when the DISTRICT will be covering the cost of the sub needed to cover the absence.
\$143	Yes	School Business-Site	No	3641	School Business Site	No impact	21.11	School Business Leave	School Business-SITE refers to activities that are not specifically designed to improve the professional practice of the employee. Examples include but are not limited to, participation in SCHOOL events, committees, special projects, legislative advocacy, etc. This code should be used when the SCHOOL operating budget will be covering the cost of the sub needed to cover the absence. Use this CDH code for all school business other than student activities.
\$143	Yes	School Business-Site	No	3633	Student Activity Absence	No impact			<i>Timekeepers: Use this CDH code when the type of SITE school business being performed is related to a student activity.</i>
\$143	Yes	Sick Leave	No	3600	Sick Leave usage	Sick Leave	20.1, 20.1	Sick Leave (20.1), Sick Leave Bank (20.2)	To be used when the employee is unable to perform his/her duties due to illness or disability.
\$171	Yes	Sick Leave - Approved LOA	No	3601	Sick Leave usage	Sick Leave	20.1, 20.2	Sick Leave (20.1), Sick Leave Bank (20.2)	To be used when the employee is unable to perform his/her duties due to illness or disability. <b>FMLA must be subitted to Human Resources</b>
\$10	No	Sub Error \$10	No			N/A			A substitute arrives for work but no work is available and the substitute does not pick up another assignment for that day.
\$171	No	Suspended w/o Pay	No	3621	Suspended Leave without Pay	\$0 Pay			District suspends employee WITHOUT pay
\$143	Yes	Testing	No	3641	School Business Site	No impact			A substitute is needed to cover the employee's classroom while they participate in student testing.
\$143	Yes	Transition Meetings	No	3644	School Business District	No impact			Teacher will be away from the classroom in order to facilitate transition meeting(s) for Special Education students
\$143	No	Unauthorized Absence	No	3624	Unauthorized absence	\$0 Pay	21.9	Absence without Authorization	Examples of an authorized absence would be time missed away from work that was not submitted for approval; time missed that was denied but the employee is absent anyway; no call, no show. If the employee can prove that it was not unauthorized or was missed due to another absence reason, the absence code should be updated in Aesop. 3 consecutive days equals abandonment of position.
\$143	No	Unforeseen Circumstances	No	3631	Unforeseen Circumstances Leave	Sub deduct	21.4	Unforeseen Circumstances	Upon approval to address unforeseen circumstances not covered by another absence code. For example, if the employee were unable to report to work due to severe weather or natural disaster.
\$143			N/A	3622	Attendance Adjustment by HR				This CDH code is used by payroll only

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<b>VACANCIES</b>									
\$143	N/A	Central Office Direct	No	N/A					Directed by central office to create a vacancy request
\$143	N/A	Intervention - General Fund High School	No	N/A					Additional, school operating budget funded classroom support.
\$143	N/A	Intervention - Grant Fund "Choose Accounting Code"	Yes	N/A					In support of the district's intervention initiative.
\$143	N/A	JAG Absence	No	N/A					Absence for a JAG Nevada Employee (a non-District JAG employee)
\$143	N/A	Planned Learning Committee	No	N/A					Sub request in order to allow teachers to participate in PLC activities. Paid for out of the schools operating budget.
\$143	N/A	Principal Directed	No	N/A					Principal directs request for sub(s) to be on site for reasons not covered by another code. Funded out of the school's operating budget.
\$143	N/A	Roving Sub	No	N/A					Principal authorization for a sub or subs to be onsite to support multiple classrooms. Funded out of the school's operating budget.
\$143	N/A	Roving Sub - External Agencies	No	N/A					A sub is brought in to support multiple classrooms and is funded by an outside agency. For example, during insurance enrollment, American Fidelity covers the cost of a roving sub at the elementary level.
\$143		Roving Sub - PD "Choose Accounting Code"	Yes	N/A					A sub is brought in to support multiple classrooms so that teachers can take advantage of professional development opportunities. A grant or general fund department is paying for the sub.
\$171	N/A	RtH Sub Filling Vacancy	No	N/A					Subs are needed to cover for current unfilled allocation long term. <b>Request for LTS must be made to the SUB OFFICE to processes the RTH</b>
\$143	N/A	Speech Pathologist		N/A					Used only by Student Support Services when dispatching an on-call Speech Pathologist.
\$143		SPED - GENFUND	YES		Must be approved by the SPED Office to use this code				A sub is brought in to support the SPED program. School must be approved prior to usinging this code. Billed to fund 58
\$143	N/A	SPED - Grant Funded	YES		Must be approved by the SPED Office to use this code				A sub is brought in to support the SPED program. School must be approved prior to usinging this code. Billed to fund 53
\$143	N/A	Testing	No	N/A					Request entered for subs to participate in test administration (not cover for a teacher who is doing so).
\$143	N/A	Unfilled Allocation	No	N/A					A sub will be filling a vacant allocation AND a UHR has been submitted to attach them to appropriate vacancy funding.