

Payroll Reason Codes for IEP Work

When you have a teacher or substitute who is involved with IEP writing or conferencing, please select a drop-down Reason Code in Time & Labor that best fits the Substitute or Extended Hours (and no account code will be needed, unless it is a Rapid Time entry):

Reason Code	Meaning
IEPGF	IEP General Ed
IEPSP	IEP SPED
IEPSM	IEP SPED Meetings
IEPSW	IEP SPED Writing

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 req q Plan writing

select a drop-down Reason Code in Time & Labor that best fits the Substitute or Extended Hours

504MT	504 Meeting
504MW	504 Writing

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 substi