Clark County School District
Preparation Period Buyout
Timesheet Coding Guidance

Preparation Period to cover a Vacant Position

1. (TRC) **PREPV** *"Prep Buy - to cover Vacant pos"*: Use this Time Reporting Code (TRC) to purchase a preparation period from a teacher in order to cover a vacant position (a position that has not yet been filled).

	PREPV timesheet requirements
Time reporting code (TRC)	required: ☑
Work location code (4-digit code)	required: ☑
Combo Code	not required: ⊟
Job code	not required: ⊟
Effective 07/01/2025 Job code	required: ☑

2. (TRC) **PREPB** *"Prep Buy - Admin directed"*: Used to purchase a preparation period from a teacher for an entire year. Also is used when a circumstance requires the school to cover a classroom immediately due to emergency or unforeseen circumstances. Any administrator-directed preparation period buyout. For school-directed purchases, use the school's combo code for "Preparation Periods." For a grant-funded preparation period buyout, prior authorization is required; contact the AA or BA.

	PREPB timesheet requirements by funding source (who pays for the preparation period?)	
	Strategic Budget	**Grants**
Time reporting code (TRC)	required: ☑	required: ☑
Work location code (4-digit code)	required: ☑	required: ☑
Combo Code	required: ☑	not required: ⊟
Job code	not required: ⊟	required: ☑

3. (TRC) **PREPA** *"Prep Buy - no Sub coverage"*: When a request to *SmartFind Express* results in no substitute teacher available or the substitute assigned does not report to the work location, use this TRC to purchase a preparation period from a school faculty teacher in order to cover. Does not require a *combination code*.

	PREPA timesheet requirements
The absence for the teacher must be entered BEFORE the sub time can be entered.	required: ☑
Time reporting code (TRC)	required: ☑
Work location code (4-digit code)	required: ☑
Position number of the absent faculty teacher	required: ☑
Combo Code	not required: ⊟
Job code	not required: ⊟

Detailed guidance for TRC pertaining to substitute teachers: Substitute Teacher TRC Protocol one-pager