

Clark County School District
Substitute Teacher TRC Protocol
Timesheet Coding Guidance

Time Reporting Codes (TRC) for Substitute Teachers

The proper timesheet TRC depends on the following factors:

- the scenario which requires a substitute teacher
- the origin of the substitute teacher
- the school location type
- the time frame for which the substitute teacher is used

Each of the three groupings of TRC in the table below represent a scenario for which a substitute teacher is required. The time reporting codes within the groupings represent various methods a school employs to fulfill that requirement. The first code in each group lists the TRC to purchase a preparation period from a teacher on its faculty to act as a substitute, followed by the corresponding TRCs used to pay a teacher originating from Substitute Services. The appropriate TRC depends on the scenario requiring a substitute teacher, the origin of the teacher used as substitute, the school location type, and the time frame for which the substitute teacher will be employed.

Scenario	Substitute Teacher Origin	School Type	TRC	TRC Description
Vacant position (to cover a position that has not yet been filled)	The sub is a school faculty Teacher	Standard	PREPV	Prep Buy - to cover Vacant position
	The sub comes from <i>Substitute Services</i>	Standard	SUBVX	Sub - Vacancy - Xtra Hour
		Early Hire	SBV8X	Sub - Vacancy - EH - Xtra Hour
		Title I - Tier I (Regular and 8 HR)	SBTVX	Title I-Tr I (Vacancy)- Xtra Hour
	Special Ed	SBL8X	Sub - Special Ed - Xtra Hour	
Admin-directed (includes purchasing a prep period for an entire year; covering a classroom immediately, or any Admin-directed prep buyout. For grant-funded prep buyout, prior authorization is required—contact the AA or BA.)	The sub is a school faculty Teacher	Standard	PREPB	Prep Buyout: Admin-directed
	The sub comes from <i>Substitute Services</i>	Standard	SUBRX	Sub - Absence - Xtra Hour
			SUBLX	Sub - Long Term - Xtra Hour
		Early Hire	SBREX	Sub - Absence - EH - Xtra Hour
			SBLEX	Sub - Long Term - EH - Xtra Hour
		Title I - Tier I (Regular and 8 HR)	SBTLX	Title I-Tr I (Long Term)- Xtra Hour
Special Ed	SBL8X	Sub - Special Ed - Xtra Hour		
No sub teacher (<i>SmartFind</i> sub is not available or the sub assigned does not report to work.)	School faculty Teacher covers when sub is not available.	(any)	PREPA	Prep Buy - no Sub coverage

Detailed guidance for preparation period buyouts: [Prep Period Buyout Protocol one-pager](#)