



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 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: <input checked="" type="checkbox"/>
Work location code (4-digit code)	required: <input checked="" type="checkbox"/>
Combo Code	not required: <input type="checkbox"/>
Job code	not required: <input type="checkbox"/>

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 Admin-directed prep buyout. For school-directed purchases, use the school's combo code for "Preparation Periods". For grant-funded prep buyout, prior authorization is required; contact the AA or BA.

	PREPB timesheet requirements by funding source (who pays for the prep period?)	
	Strategic Budget	Grants
Time reporting code (TRC)	required: <input checked="" type="checkbox"/>	required: <input checked="" type="checkbox"/>
Work location code (4-digit code)	required: <input checked="" type="checkbox"/>	required: <input checked="" type="checkbox"/>
Combo Code	required: <input checked="" type="checkbox"/>	not required: <input type="checkbox"/>
Job code	not required: <input type="checkbox"/>	required: <input checked="" type="checkbox"/>

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: <input checked="" type="checkbox"/>
Time reporting code (TRC)	required: <input checked="" type="checkbox"/>
Work location code (4-digit code)	required: <input checked="" type="checkbox"/>
Position number of the absent faculty teacher	required: <input checked="" type="checkbox"/>
Combo Code	not required: <input type="checkbox"/>
Job code	not required: <input type="checkbox"/>