



HCM System Quarterly Update #2 23-24 Questions and Aswers

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F1 |

	A	B	C	D	E
1	Question	Question Submitter	Timestamp Submitted	Answered by:	Answers:
2	Is the Extra Pay TRC Code: EIFLT?	KELLI Liu [Taylor, Robert ES]	Jan 22, 2024 10:14:22	Sonja Middleton [Human Resources]	@Kelli Liu, yes, the code is EIFLT. For your SOSA, the TRC will be SUBTV for a vacancy or SPED
3	What TRC Code do I use for my SOSA when she covers a Vacancy Job or a SpEd Job?	KELLI Liu [Taylor, Robert ES]	Jan 22, 2024 10:15:15	Lori and Cheryl	Depends on the assignment that it is fulfilling and the location type
4	Are we required to write a comment every time we put in extra pay?	Patricia Zier [Bracken ES]	Jan 22, 2024 10:15:20	Lori and Cheryl	Comments are not required but is a recommended best business practice
5	Are SOSA's coming back for the 24-25 school year?	Kelsey Rae Burek [Silverado HS]	Jan 22, 2024 10:22:26	Sonja Middleton [Human Resources]	@Kelsey Burek, they must be renewed through substitute services each year. You will use the same form you used this year
6	@Sonia Middleton, I was told that my SOSA could not be paid using the TRC SUBTV because it's a non-vacant position but it has to be paid as a long term sub.	Kelsey Rae Burek [Silverado HS]	Jan 22, 2024 10:23:48	Sonja Middleton [Human Resources]	@Kelsey, what kind of assignment is the sub covering. If a true vacancy, you would use the vacancy TRC. If it's just a day to day absence or covering for FML or maternity, you would use the day to day TRC
7	@Sonia, He is currently covering a vacancy but he is our day to day SOSA	Kelsey Rae Burek [Silverado HS]	Jan 22, 2024 10:27:19	Sonja Middleton [Human Resources]	@Kelsey, you would use the vacancy TRC then
8	Is there a place where I can find the explanation of all the TRC codes	KELLI Liu [Taylor, Robert ES]	Jan 22, 2024 10:31:36	Lori and Cheryl	This is currently being looked at
9	When a LTS is out and teachers cover during their prep, Do I use the TRC-PREP?	Becky Salazar [Becker MS]	Jan 22, 2024 10:42:23	Lori and Cheryl	If there is no teacher assigned this is still a vacant position, a sub would be paid TRC PrepV