

PPS Account Codes for Payroll

Account Code	Description	Short Desc	
511100	Licensed Salaries	Licensed	
511210	Classified Salaries - Represented	Classified - Rep	
511220	Non Represented Staff	Non Rep	
511310	Administrators - Licensed	Admin - Licensed	
511320	Administrators - Non Licensed	Admin - Non Licensed	
511420	Directors / Program Administrators	Dir - Prog Admin	
512100	Substitutes - Licensed	Subs - Lic	
512200	Substitutes - Classified	Subs - Cls	
512300	Temporary Misc - Licensed	Licensed Hourly	
512400	Temporary Misc - Classified	Classified Hourly	
Additional Pay	513100	Extended Responsibility - Licensed	ER - Licensed
	513200	Extended Responsibility - Classified	ER - Classified
	513300	Extended Hours	Addl Time - Hourly Rate
	513400	Overtime Pay	Overtime @ 1.5

PLEASE NOTE: The above are the only Account Codes valid for Payroll.

Please do not use other Account Codes such as:

- 531100 – Instructional Services
- 531800 – Non-Instructional Staff Development
- 531900 – Personal/Professional Services
- 538930 – Secretarial Services
- 538990 – Non-Instructional Services
- 541000 – Consumable Supplies

These are designed to be used with outside vendors paid by Direct Voucher, Purchase Order, Personal Services Contract, etc.