

COMPANY COST CENTER CODES FOR SCHOOLS

Standard Job Positions	Type of Agreement* *most commonly used	FT/PT	Paylocity Cost Center Codes	CNA Department Codes
Assistant Athletic Director	NA (exempt v. non-exempt status depends on duties)	FT	1100/290/30	5030 ATH 00
Athletic Director	Ministry Agreement (type depends on # of days worked; 190 days = teacher; 220 days = administrator)	FT	1100/290/30	5030 ATH 00
Coach	NA; may modify acknowledgement form (paid as hourly, exempt employee) exempt from OT laws because duty is primarily instruction of students	PT Seasonal	1100/290/30	5030 ATH 00
Cafeteria Assistant	Non-Exempt Acknowledgement	PT	1100/280/30	5030 CAF 00
Cafeteria Manager	NA; may modify acknowledgement form (if paid annual salary > \$26K, then paid as exempt employee; if not, then non-exempt)	FT	1100/280/30	5030 CAF 00
Teacher	Teacher Ministry Agreement	FT/PT	1100/221/30 or 1100/221/20	5030 EDU 00 OR 5020 EDU 00
Teacher Aide	Non-Exempt Acknowledgement	FT	1100/221/30 or 1100/221/20	5030 EDU 00 OR 5020 EDU 00
Librarian	Teacher Ministry Agreement	FT	1100/221/30 or 1100/221/20	5030 EDU 00 OR 5020 EDU 00
Substitute	NA; may modify acknowledgement form (paid as hourly, exempt employee) exempt from OT laws because duty is primarily instruction of students	FT/PT Temp.	1100/221/40	5030 EDU 01
Before/After School Program Aide	Non-Exempt Acknowledgement	PT	1100/223/30	5030 EXT 00
Before/After School Program Director	NA; may modify acknowledgement form (if paid annual salary > \$26K, then paid as exempt employee; if not, then non-exempt)	FT	1100/223/30	5030 EXT 00
Administrative Assistant	Non-Exempt Acknowledgement	FT/PT	1100/100/30	5030 GAS 00
Assistant Principal	Lay Administrator Ministry Agreement	FT	1100/100/30	5030 GAS 00
Bookkeeper	Non-Exempt Acknowledgement	FT	1100/100/30	5030 GAS 00
Bus Driver	Non-Exempt Acknowledgement	PT	1100/100/30	5030 GAS 00
Business Manager	NA; may modify acknowledgement form (if paid annual salary > \$26K, then paid as exempt employee; if not, then non-exempt)	FT	1100/100/30	5030 GAS 00

Counselor (Social/Emotional)	Counselor Ministry Agreement, if FT (or PT at 2 locations) AND pay > \$26k annually. Regardless of whether part-time or full-time (i.e., 30 hours or more per week), if making < \$26K annual then must be non-exempt.	FT/PT	1100/100/30	5030 GAS 00
Counselor (Guidance)	Counselor Ministry Agreement (watch out for days worked; 190 days = 7 days leave; 220 days = 8 days leave)	FT/PT	1100/100/30	5030 GAS 00
Custodian	Non-Exempt Acknowledgement	FT/PT	1100/100/30	5030 GAS 00
Director of Admissions	NA; regular exempt employee - may use modification of acknowledgement form	FT	1100/100/30	5030 GAS 00
Director of Development	NA; regular exempt employee - may use modification of acknowledgement form	FT	1100/100/30 or 1100/160/30	5030 GAS 00 OR 5030 DEV 00
Office Manager	NA; regular exempt employee - may use modification of acknowledgement form	FT	1100/100/30	5030 GAS 00
Principal	Principal Ministry Agreement	FT	1100/100/30 or 1100/100/20	5030 GAS 00 OR 5020 GAS 00
School Nurse	Nurse Ministry Agreement, if FT (i.e., 30 hours or more per week) and annual salary > \$26K. Non-Exempt Acknowledgement form if PT.	FT	1100/100/30	5030 GAS 00
School Secretary	Non-Exempt Acknowledgement	FT/PT	1100/100/30	5030 GAS 00
Summer School or Camp Worker	Non-Exempt Acknowledgement	PT Seasonal	1100/222/30	5030 SUM 00