

Paraprofessional Earnings Drop Down Choices

8/18/2021

	DROPDOWNS			
	AIDE	Positive Beh	Sp Ed Trainings	Extra
	<u>Reg. Earnings</u>	<u>Intrvtn Supp</u>	<u>(Except PBIS)</u>	<u>Help Needed</u>
<u>DURING THE REGULAR SCHOOL YEAR:</u>				
<u>When performing your regular duties (lunch is automatically deducted)</u>	X			
<i>*DO NOT adjust your times</i>				
<u>When doing a training (EXCEPT PBIS training) (lunch is automatically deducted)</u>	X			
<i>*DO NOT adjust your times</i>				
<i>*Write in Comments the training you received</i>				
<u>When doing a PBIS training</u>		X		
<i>*Write in Comments actual hours worked & if you took a lunch</i>				
<i>*Adjust times to deduct out lunch (if taken)</i>				
<u>When doing any "extra" duties above and beyond regular earnings and trainings</u>				X
<i>*Write in Comments work completed, actual hours worked & if you took a lunch</i>				
<i>*Adjust times to deduct out lunch (if taken)</i>				
<u>DURING THE "SUMMER"</u>				
<u>When doing a training (EXCEPT PBIS training)</u>			X	
<i>*Write in Comments the training you received, actual hours worked & if you took a lunch</i>				
<i>*Adjust times to deduct out lunch (if taken)</i>				
<u>When doing a PBIS training</u>		X		
<i>*Write in Comments actual hours worked & if you took a lunch</i>				
<i>*Adjust times to deduct out lunch (if taken)</i>				
<u>When doing any other duties</u>				X
<i>*Write in Comments work completed, actual hours worked & if you took a lunch</i>				
<i>*Adjust times to deduct out lunch (if taken)</i>				

***There may be times that a specific duty may need to have a different dropdown. If so, you will be provided specific instructions.*