2026-27 Override Account Codes for Payroll

Please Note: *If an automated Drop-down funding option is available in Time & Labor, no override Account Code will appear or be needed. Otherwise, select "Other Chartfield" as the Reason to enter the Account Code. No Project element is used with Fund 101, and all types of additional pay require an override account code!*

Consolidated Budget *(No Drop-down available)*	**Override Account Code**
Elementary / K-8 Schools	DEPT – OBJECT – 11113 – 05000 – 101
Middle Schools	DEPT – OBJECT – 11213 – 05000 – 101
High Schools	DEPT – OBJECT – 11313 – 05000 – 101

Substitutes Covered by the District Sub Budget	**Override Account Code**
General Ed Teacher Sub (*GENED Drop-down*)	6299 – 512100 – 1000A – 05000 – 101
Special Ed Teacher Sub (*SPED Drop-down*)	6299 – 512100 – 1000A – 32000 – 101
Special Ed Paraeducator Sub *(DISTC Drop-down)*	6299 – 512200 – 12214 – 32000 – 101
Secretary Substitute *(DISTC Drop-down)*	6299 – 512200 – 24101 – 99999 – 101

Outdoor School - MESD 6th Grade Program Only	**Override Account Code**
Teacher Substitute	5499 – 512100 – 11211 – 29007 – 205 – G1927
EA / Paraeducator Substitute	5499 – 512200 – 11211 – 29007 – 205 – G1927
Stipend for Teacher or EA / Paraeducator	5499 – 513300 – 11211 – 29007 – 205 – G1927

IEP Writing and/or IEP Conferencing

Special Education Unit Members	**Override Account Code**
Special Ed Teacher Substitute	5414 – 512100 – 21906 – 32000 – 101
Extended Hours for Special Ed Teachers	5414 – 513300 – 21906 – 32000 – 101
General Education Unit Members	
General Ed Teacher Substitute	5414 – 512100 – 21907 – 32000 – 101
Extended Hours for General Ed Teachers	5414 – 513300 – 21907 – 32000 – 101

Leadership Events	**Override Account Code**
Stipend for Teacher as Acting Admin or Substitute for Teacher	Please contact your Senior Director's office for assistance.

Teacher as Acting Administrator ***(Except Leadership)***	**Override Account Code**
Stipend for Teacher (single-administrator schools only) when Principal is out ill or using another Earned Leave code.	Please contact Budget at (503) 916-3295 for assistance.

Accounts Receivable	**Override Account Code** (for ***Rapid Time***)
Student Body Funds - "Acct Rec School" Drop-down in the Time & Labor System	*HR Dept*: Your four-digit Dept. ID # *Combination Code*: _ACCOUNTS_RECEIVABLE
Third-Party Billing - "Acct Rec Other" Drop-down in the Time & Labor System (*Billing Information must be included in the "Details" area*).	*HR Dept*: 9999 *Combination Code*: _ACCOUNTS_RECEIVABLE

Payroll Override Account Code Contacts

General Fund / BudgetOffice	David Stone - (503) 916-3295
Title I / Funded Programs	Damien Sanchez - (503) 916-2000, x74102
Grant Funds	Contact your Grant Accountant
Curriculum Training Events	Contact the Appropriate Department in OTL
Dual Language / Immersion	Lihong Dai - (503) 916-3612
504 Plans / ADA Accommodations	Student Services - (503) 916-5392
Talented and Gifted (TAG)	TAG Office - (503) 916-3358
Special Education	Nancy Robles - (503) 916-3297
Accounts Receivable	Jennifer Walker - accountsreceivable@pps.net