

SAMS Interface Rules for generating HCM combo codes to pay substitutes

The SAMS interface starts with the HCM combo code of the absentee's position, or in the case of a vacancy, the HCM combo code of the vacant position. If neither of those exists (such as an Extra Help or Roving absence reason that is not tied to an absence or vacancy), it starts with the HCM combo code of the substitute's position. It then overwrites the **Account Code** and **Resource Code**, and in some cases the **Deptid**, based on the logic shown below. If the resulting HCM combo code is inactive in the Valid Combo Table, the substitute is charged to the suspense account for that department. If the resulting HCM combo code does not exist in the Valid Combo Table, the SAMS interface adds it to a file which is later run through another process (SDPY441) that adds the new HCM combo code(s) to the Valid Combo Table. If the absentee jobcode is not mapped to an account code the substitute is charged to the suspense account for that department.

For ease of reference, following are descriptions of codes used below:

TRCs (Time Reporting Codes)		Absence Reasons	
Code	Description	Code	Description
SVT	Visit Teacher Day to Day	03	BEREAVEMENT
LVT	Visiting Teacher Long Term	07	JURY DUTY
SCCVT	VT - ECE - Day to Day	14	MILITARY LEAVE
LCCVT	Long Term Child Center VT	57	LONG TERM JURY DUTY
SIVT	VT Summer/Intersession	64	LONG TERM MILITARY L
SIVTL	VT Long Day Summer/Inter	76	LONG TERM PROF DEV'T
REG	Regular Time (classified)	78	LONG TERM EXTRA HELP
		79	LONG TERM EXTRA ROVI

Account Code is determined as follows:

IF...		Then Account Code substitute is charged to is:		Rule Type
TRC (Time Reporting Code)	Absence Reason	Absentee Job code /Account code Mapping	Override Account	Default
SVT		X		X
SVT	03, 07, 14		1165	
SVT	26, 28, 29		1192	
LVT		X		X
LVT	57, 64		1165	
LVT	76, 78, 79		1192	
SCCVT		X		X
LCCVT		X		X
SIVT		X		X
SIVTL		X		X
REG		X		X

In the chart above a blank Absence Reason means any absence reason. A list of current job code to account code mapping is provided separately.

Resource Code is determined as follows...

IF...				Then Resource substitute is charged to is:		Rule Type
TRC (Time Reporting Cd)	Absence Reason	Absentee Jobcode	Absentee Resource	Absentee Resource	Override Resource	Default
SVT				X		X
SVT			00010		00011	
SVT	03, 07, 14				00010	
SVT	26, 28, 29				00000	
SVT		2500, 2605, 2612, 2614, 2615, 2635	00010		00000	
LVT				X		X
LVT	57, 64				00010	
LVT	76, 78, 79				00000	
SCCVT				X		X
LCCVT				X		X
SIVT				X		X
SIVTL				X		X
REG				X		X

In the chart above a blank Absence Reason means any absence reason. Likewise, a blank Absentee Jobcode above means any jobcode, and a blank Absentee Resource above means any resource.

Note if more than one column applies for a particular substitute record, the furthest left column that pertains to the substitute takes precedence. For example, if the TRC is SVT and the absentee resource is 00010 and the absentee jobcode is 2500 and the absence reason is 03, the system would set the resource to 00010 (not 00000), because absence reason (the furthest left column) "trumps" the absentee jobcode.

Deptid is determined as follows...

IF...		Then Dept substitute is charged to is:		Rule Type
TRC (Time Reporting Cd)	Absentee Jobcode	Dept where substitute worked (or position is funded)	Override Dept	Default
SVT		X		X
LVT		X		X
SCCVT			5830	X
LCCVT			5830	X
SIVT		X		X
SIVTL		X		X
REG		X		X
REG	6479		5830	
REG	7550		5830	

In the chart above a blank Absentee Jobcode above means any jobcode.