

BALTIMORE COUNTY PUBLIC SCHOOLS

Office of Payroll

443-809-4240

SEMS TIME AND LEAVE CORRECTION FORM

Substitute Employee Management System (SEMS) Time and Leave Correction (TLC) Form for Administrators, Teachers, and Nurses

Instructions: Use the TLC Form to report and adjustments to previously reported SEMS absences. Absences should be reported in Fifteen Minute increments. (0.15 = 15 minutes; 0.30 = 30 minutes) Teachers and nurses are scheduled to work a 6 hour 30 minute day (6:30). Administrators are scheduled to work a 7 hour 30 minute day (7:30) E-mail the completed form to your payroll clerk at the end of each pay period. Print a copy for your records. Be sure it is signed.

PAY PERIOD END DATE	EMPLOYEE'S SOCIAL SECURITY NUMBER	TYPE OF EMPLOYEE (A, T, or N)	PRINT EMPLOYEE'S NAME		PREVIOUSLY REPORTED ABSENCE			NEW OR CORRECTED ABSENCE		
			LAST	FIRST	CODE*	HRS	DATE	CODE*	HRS	DATE

*Absence codes: 1 or A = Personal Illness, 2 or B = Illness in the Family, 3 or C = Vacation, 4 or D = Urgent Business, 5 or F = Religious Holiday, 6 or G = Death in Family
 7 or K = Legal Summons, 8 or L = Other Board Business, 9 = Other BOE Business/LDPR Required, 10 or J = Workers' Compensation, 12 or R = Military Leave, 13 or M = Unapproved/Unpaid
 50 = IEP Coverage, 51 = Local School Staff Development, 52 = Field Trip

 School and Location Number

 Signature of Person Completing this Form Phone

 Signature and Title of Administrator Date