BALTIMORE COUNTY PUBLIC SCHOOLS

SEMS TIME AND LEAVE CORRECTION FORM

Office of Payroll **410.887.4240**

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

Instructions: Use the TLC Form to report any adjustments to previously reported SEMS absences. Absences should be reported in TEN MINUTE increment (.1=10 minutes; .2 = 20 minutes)). Teachers and nurses are scheduled to work a 6 hour 30 minute day (6.3). Administrators are scheduled to work a 7 hour 30 minute day (7.3). Email 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.

ADMINISTRATORS (A), TEACHERS (T), AND NURSES (N)

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 BOE Business; 9 = Other BOE Business/LDPR Required; 10 or J = Workers' Comp; 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: _____

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Signature of Person Completing this Form **Phone**

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Signature and Title of Appropriate Administrator **Date**