

Timecard Activity Code Definitions

Please refer to the definitions when populating your timecard. Accuracy in activity codes is necessary for Agency and Programmatic reporting. Please remember that if you did not work for a day or partial day (i.e. accrued leave usage, inclement weather, holiday, etc.) you should not include an activity code on our timecard for the time in which you were not physically working.

Agency Operations – To be selected by Executive Director and CAPCO Administration for day-to-day administrative Agency operations and planning.

Board of Directors—CAPCO Board of Directors meetings and sub-committees, including work in preparation for CAPCO Board meetings. Any staff participating in CAPCO Board of Directors/committee meetings should use this code for their time.

Breastfeeding Mgt—for WIC Staff, particularly Breastfeeding Coordinator/Nutritionist when working on breastfeeding initiatives/education and with Enhanced Peer Counselors concerning breastfeeding education and support.

Capital Improvement – for building maintenance when completing prevalence wage jobs.

Clinic—WIC clinic working with clients/participants during WIC appointments, including travel time to rural clinic. Includes WIC Director coverage of *clerical* clinic hours.

Community Involvement—includes trainings conducted/led to other organizations/associations, association meetings, meetings/collaborations in the community, external Board meetings (i.e. serving on external organization’s Board of Directors).

Community Outreach—programmatic/Agency outreach, tabling and participant recruitment, community education on Agency programs and resources.

CPA Coverage—WIC Director coverage of WIC Nutritionist clinic hours.

Counseling—HS/EHS play therapy and counseling by Mental Health Specialist.

Custodian—to be used by Janitorial Worker for cleaning of Agency office and programmatic space.

Emergency—to be used by Energy Services Department for HEAP (Cooling, C&T, HERR).

Field—to be used by Energy Services Department for Auditor / QCI field work.

Fiscal Operations—to be used by the Fiscal Department for day-to-day Fiscal operations and planning.

Health and Safety—to be used by Energy Services Department for WAP Health & Safety work only.

HR Operations—to be used by the HR Department for day-to-day Human Resource Management operation and planning.

Instruction—to be used when instructing students/CAPCO program participants in a classroom or one-on-one educational setting. Primarily to be used by FDD Adult Education instructors.

Maintenance—to be used by Building Maintenance Worker for building maintenance and janitorial services.

Staff Development—to be used if leading, presenting, or instructing a training for CAPCO staff.

Medicaid Billing—consumer-directed services and Medicaid transportation billing.

Program Operations—**most common Activity Code**--to be used for day-to-day programmatic operations (i.e. classroom teaching, WIC office hours, Program administrative work, participant relations, family work, and regular/daily service-delivery).

Training—to be used for trainings for which staff are participants (i.e. All-Staff Days, program-specific trainings, conferences, workshops, certifications, continuing education, BPI-CEUs, etc.)

WX—to be used by Energy Services Department for general weatherization work.