PROCEDURE: On Line Training Resources Available for Users of Automated SubFinder System and Substitute Pay (SUB PAY) (PSL-P095)

Sacramento City Unified School District

1.0 SCOPE:

   1.1 This procedure describes the On-Line Training Resources accessible to all users of the Automated Sub Finder System and substitute pay.

2.0 RESPONSIBILITY:

   2.1 Personnel Technician II/Substitute Office and Personnel Specialist, HRS

3.0 APPROVAL AUTHORITY:

   3.1 Personnel Specialist or Director of Human Resource Services

4.0 DEFINITIONS:

   4.1 SCUSD— Sacramento City Unified School District

   4.2 HRS—Human Resource Services

   4.3 HR—Human Resources

   4.4 Substitute Classified – Day to day substitute employee that is an on-call substitute employee

   4.5 Substitute Certificated – Day to day substitute employee that is an on-call employee and holds valid credential authorization

   4.6 CRS—CRS Advanced Technology is the software vendor used for automated Sub Finder system and SUBPAY

   4.7 ASF—Automated Sub Finder system used as HR Management Substitute system

   4.8 PT II—Personnel Technician II

   4.9 NEO—New Employee Orientation

   4.10 SUBPAY- Program within the ASF system that will export employee data into the Escape system for time and pay rate to be processed for payment by Payroll Services to substitutes—SubPay completely automates the substitute payroll process using existing SubFinder data

5.0 PROCEDURE:

   5.1 Go to SCUSD web site at: www.scusd.edu

   5.2 Click on Employees section, Human Resource tab, Substitute Calling System – Telephone, Select applicable classification/title and follow instructions.

   5.3 Access district Intranet: Click on Departments, HRS, HR Training, SubPay to access the following on line Sub Office/Sub Pay training resources: Frequently Asked Questions for Sub Office; Instructions for Sub Pay Verification; On Line Sub Pay Implementation Power Point Presentation.

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6.0 ASSOCIATED DOCUMENTS:

6.1 On Line Resources for ASF for Employees and Substitutes: Log In Instructions for ASF system

6.2 On Line Resources for Sub Pay: FAQ's; Instructions; Power Point Presentation

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
None				

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
9/25/12	A	New, Initial Release, Updated definitions

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