
SUBSTITUTE PAY- Verification Lock Monthly Process (PSL-W058)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This working instruction outlines one of the essential functions used to process Substitute Pay through Human Resource Services, Substitute Office, by locking the Substitute Pay system.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Personnel Technician II/Substitute Office

3.0 APPROVAL AUTHORITY:

- 3.1 Personnel Specialist or Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1 SubFinder – A fully automated employee absence management and substitute placement system, providing both Internet and telephone access
- 4.2 SubFinder Export – Data export file initiated by Technology Department to extract SUBPAY information to process monthly payroll for certificated and classified substitute employees
- 4.3 LOCKED - Locking the SUBPAY program to prevent users from entering any retroactive changes or updates, for applicable monthly sub payroll period, once the monthly export file is extracted for Personnel/Payroll processing to pay out substitutes
- 4.4 SUBPAY—Substitute pay
- 4.5 E-mail—Electronic mail

5.0 PROCEDURE:

- 5.1 Before the final export is run to extract the SUBPAY information for payroll processing to pay out substitutes, confirm that Payroll Service teams have validated that Verified/Approved sub jobs are at 100% verification before locking SUBPAY because unverified substitute jobs will not be paid.
- 5.2 Open SUBPAY System.
- 5.3 Click on “Verification” icon to open it.
- 5.4 Select current pay period to be locked.
- 5.5 Click “LOCK” to lock the SUBPAY system.
- 5.6 Send out e-mail notification to the Substitute Pay Committee advising that the SUBPAY system is now locked.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Substitute report showing “Verified/Approved Substitute Jobs” for monthly pay period
- 6.2 Substitute report showing “Unverified Substitute Jobs” for monthly pay period

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None

8.0 REVISION HISTORY:

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

***** End of working instruction *****