

Sacramento City Unified School District Human Resource Services

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August 2010

**Updated with Enhancements: October 2010, May 2011, October 2011,
March 2012, September 2012**

On Line Substitute Pay : Development, Implementation and Enhancements

- Human Resource Services, Budget Services, Technology Services and Payroll Services are pleased to announce the implementation of On Line Substitute Pay, effective November 2010.
- Committee members include representatives from: HRS, Budget, Payroll, Technology, School Site Personnel: Principal and School Office Manager
- We continue to be committed to weekly Sub Pay Committee (SPC) meetings to continue to provide enhancements to both Sub Finder and Sub Pay.
Thank you!

What does this mean??

The elimination of 14 various (Paper) Substitute Time Sheets for Manual Processing!

- Supports SCUSD Strategic Plan, Pillar III: Organizational Transformation to recruit, train, retain, and support a motivated, capable, and diverse workforce.
- Elimination of paper intense and labor intense manual coding and approval of fourteen (14) various Substitute Time Sheets with hard copy paper routing to multiple departments.
- Streamlined, more efficient process.
- Quality Control/Quality Assurance for efficiency, effectiveness and automation.
- Supports successful Substitute Staffing to our school sites and departments, Pillar I: Career and College Ready Students

Automated Sub Finder System (ASF)

- ASF generates On Line Sub Pay so user input into Sub Finder and Sub Pay must be timely and accurate since the system will now initiate Sub Pay.
- ASF and On Line Sub Pay will be interfaced to generate Sub Pay.
- NOTE: Entries must be timely, accurate and up to date to pay substitute employees. Please take this responsibility seriously.

On Line Sub Pay

- On Line Sub Pay system is “Substitute Driven” so substitute data input must be entered correctly by schools and departments since system will now be pay impacting.
- Post requests for sub jobs within each sub pay period.
Example: 26th of each month through 25th of following month. DO NOT overlap a sub job posting into two (2) separate monthly pay periods. Ex: 9-20 thru 9-25 would be correct since pay period ends on the 25th. Ex: 9-20 thru 9-28 would overlap into next pay period for dates 9-26 thru 9-28 so avoid such overlap. End sub job on 9-25 and then create new sub job on 9-26.

No Employee Jobs or Supplemental Jobs

Goal is to:

- Reduce number of inaccurate No Employee Jobs or Supplemental Jobs. Do not enter as no employee job if day to day sub is being requested for absent active employee reason.
- Example: Sub job request to replace teacher absent due to reason of Illness or Leave of Absence. This is NOT a No Employee/Supplemental Job since it is replacing a specific absent teacher with reason.
- Example: Valid reasons for No Employee/Supplemental Jobs that “require” Budget Code entry: Staff Development; Prep Make-up; Billable Salaries; Resign/Retire/Term/Transfer

Absent Employee Data is Necessary

- Crucial to enter name of active employee being replaced by substitute in ASF system due to following ADVANTAGE.
- Budget Code will automatically pull based on Absent Active Employee Name that is entered. Therefore, no need for site/dept. to enter Budget Code in these cases.

1-877/1-570 Sub Finder Call In/Out Phone Number

- HR to notify ASFinder users of 1-877 phone number change. Phone: 877-388-0913 is the Sub Finder number that staff will call into. 570-651-XXXX is the number they will see on caller-id when Sub Finder attempts to call them. (Revised 5-2011)

Custodial Substitutes

- Two Sub Job options for Custodians:

Custodian 1st shift

OR

Custodian 2nd shift, which is defined as any shift that “ends” at 9:01 p.m. or later.

Two separate pay rates so important to select the appropriate option.

Lunch Period Deduct for Classified Subs

- SEIU Collective Bargaining Agreement: 9.17: Unpaid 30 minute lunch period granted to Employees who work four (4) or more hours during a day.
- NOTE: Do not “Verify, Approve” classified substitute jobs that exceed 8 hours per day as such would be a verification overpayment error. Classified substitute jobs CANNOT exceed 8 hrs a day. Therefore, be sure to correct hours on Job List prior to designating as “Verified, Approved” status.

Roving Substitute Option

- Roving Substitute Teacher Position may be used for the following reasons:
 1. Staff Development (Budget Code required)
 2. Prep Make-Up (Gen Fund Budget Code required)

Roving Substitute Teacher Position should not be used for the following reasons since absent employee name is necessary: Illness, Admin Coverage, Admin Absence, Leave of Absence.

No Show Jobs

- If Sub “No Shows” them SOM/Admin to cancel entire job. Do not reflect No Show in status field or Sub will be paid for No Show day if verified as approved.
- Always submit the ISO form, Substitute Evaluation PSL-F100 for Cert Subs; PSL-F101 for Class Subs to HR/Substitute Office to document employees that are “No Show.”

Long Term Cert Daily Rate Sub Eligibility for Certificated

PSL-F239: Daily Rate for Day to Day Sub Teacher on Extended Assignment

- Sub Pay System tracks 30 calendar days in same position, same site only when linked to **“SAME ABSENT EMPLOYEE NAME”** or drops from 30 day count.
- Update Daily Rate form from Current direction: If sub teacher is absent and entitled to sick leave, list the day as ill on the teacher’s Cert Sub Time Report (Pay-F001) and attach the completed absence Employee Absence Report (PSL-F012). **Since paper Cert Sub Time Report sheets will be eliminated it is necessary to change process to following: Attach the Employee Absence Report (PSL-F012) to the Daily Rate form (PSL-F239).**
- Post sub jobs within each monthly sub pay period. Ex: 26th of each month thru 25th of following month. Do NOT overlap sub job postings into two different monthly sub pay periods.



HUMAN RESOURCE SERVICES DIVISION

P.O. Box 246870 • Sacramento, CA 95824-6870

(916) 643-9050 • FAX (916) 643-9454

Robert R. Garcia, *Chief Human Resources Officer*

SCHOOL YEAR: _____

TO: Principal / Administrator

DATE: _____

FROM:

Personnel Technician II
(916) 643-

SUBJECT: **DAILY RATE FOR DAY-TO-DAY SUBSTITUTE TEACHER ON EXTENDED ASSIGNMENT**

The employee listed below has been a day-to-day substitute at:

Name of Substitute Teacher: _____ SSN: _____

Vice: _____ Fully Credentialed Salary Schedule

Effective Dates: _____

Daily Rate: \$ _____ Not Fully Credentialed (NFC) Salary Schedule

Rate Class / Step

Fully credentialed day-to-day substitutes working in excess of 30 days, who are responsible for lesson planning and all other teacher duties, will be paid on the regular teachers' salary schedule at their daily rate for the period of time they are in the position listed above.

The fully credentialed day-to-day substitute will be eligible for one day of "sick leave" for each 20 days worked. The "sick leave" will be paid at the daily rate, less Step 1, of the regular substitute's pay. **The "sick leave" must be earned before it can be used, and unused sick leave cannot be carried beyond each assignment per fiscal school year.** It cannot be used for any substitute teaching assignment except for the same position which qualifies for the long-term daily rate. **If a day is missed for any reason in this assignment other than illness, it is considered a "break in service."** The pay rate will revert back to the second step of the substitute pay schedule.

If the substitute teacher is absent and is entitled to sick leave, please list the day as ill on the substitute teacher's Certificated Substitute Time Report (PAY-F001), and attach the completed Employee Absence Report (PSL-F012).

In addition, substitutes working over 30 consecutive days in a long-term assignment are eligible for health benefits through Sacramento City Unified School District. If you are interested in purchasing health benefits, please contact the Risk Management office at 643-9432, within 30 days from the date of this letter, for additional information and necessary paperwork.

- cc: Employee Listed Above
- | | |
|---|------------------|
| School/Department | Payroll Services |
| HR Analyst | Risk Management |
| Personnel File | |
| Substitute Office (NFC) | |
| Joyce Compton, Personnel Specialist (NFC) | |

For Personnel Technician Use Only
Employee notified to submit items below for:
Salary credit evaluation:
Education (transcripts):
Experience:

Substitute Changes for Retroactive Updates Needed after Monthly Payroll Deadline

- All changes for prior month payroll must be emailed to **BOTH SUBSTITUTE OFFICE AND PAYROLL DEPT to include your site PRINCIPAL or ADMINISTRATOR** for internal payroll adjustment request process with required sub change information: Location, Absent Employee, Reason, Budget Code, Name of Sub, Position, Begin/End Dates, Start/End Times with requested changes.
- NOTE: Retroactive changes to sub jobs “after” the monthly deadline date of the 25th of each month cannot be processed by Payroll for “next” monthly payroll adjustment without site/dept emailed notification request to Sub Office and Payroll Dept to include your site Principal or Administrator.
(Revised 5-2011)

On Line Sub Pay “Verified, Approved” Due Date (in lieu of written signatures of approval on paper Sub Time Sheets)

- Deadline Date remains close of day 25th (or 26th for 2nd shift custodian jobs) of each month. No change from due date with paper time sheet process.
- On Line Sub Job Verification; Not to Exceed 8 hrs day/classified jobs; required Budget Codes must be completed on a daily/weekly basis by SOM/PRINCIPAL/ADMIN or authorized designee by close of day 25th (26th for 2nd shift custodians) of each month since such is pay impacting.
- NOTE: Sub Pay WILL NOT PAY “Unverified” sub jobs.

Sacramento City Unified School District Budget Services

August 2010

Updated with Enhancements:

October 2010, October 2011, March 2012, September 2012

Budget Code Auto Populated with upload of data from Escape system

- If absent active employee identified in ASF system then system will automatically populate the needed Budget code.

Absent Active Employee Name with Reason =
Link to Position Control Number = Auto-
populated Budget Code

Budget Code entry “Required” by SOM/Principal/Admin in following nine (12) “required” cases:

- 1. Valid No Employee Job or Supplemental Job
- 2. Reason Code A012: Staff Development, K-12
- 3. Reason Code A023: Child Development Staff Development
- 3. Reason Code A020: Prep Make-up (Sites to enter GENERAL FUND BUDGET CODE)
- 4. Reason Code A068: Billable Salaries
- 5. Reason Code A067: Resign/Retire/Term/Transfer
- 6. Reason Code A34: CTA/NEA Union Business (Sites to enter BILLABLE BUDGET CODE)
- 7. Reason Code A30: SEIU Union Business (Sites to enter GEN FUND BUDGET CODE)
- 8. Reason Code A31: TEAMSTERS Union Business (Sites to enter GEN FUND BUDGET CODE)
- 9. Reason Code A35: SCTA Union Business (Sites to enter GEN FUND BUDGET CODE)
- 10. Reason Code A066: New Authorized Position, Unfilled
- 11. Reason Code A025: Civic Permit
- 12. Reason Code A1: Summer School Session

NOTE: Sub Jobs “without required budget codes” WILL NOT pay. School Site General Fund can be negatively impacted without required budget codes. If you need assistance with required Budget Codes please contact your Area Fund Specialist directly for assistance.

INTERNAL ONLY for HRS & Budget Use: Site to Pay for Substitutes, for the applicable Union Business reason codes, until the maximum allotment is reached, which is monitored by the HRS/Labor Relations Assistant, with notification to Budget Supervisor, when exceeds bankable hours.

Entering Required “31 Digit” Budget Code with “dashes”

SubFinder - Windows Internet Explorer

subfinder®

Add No Employee Job

Employee: No Employee Reported on: 3/23/2010 11:30 AM

Site: Greenwood Elementary School Number of jobs: 1

Calendar Track: Standard

Position: Teachers Assistant

Reason: AD12 VACANT POSITION

Job Info

Start date/time: 03/30/2010 08:35 AM Stop date/time: 03/30/2010 03:50 PM

Follow Employee Schedule Same Time Daily

Enter Misc Code: ←

Pref List: Skill List

Job Type: Substitute Required

Job Status: Unfilled

Special Instructions

Attach File: Browse...

Enter text-based Special Instructions:

Not Sure??

Budget Code “Needed”

- Contact applicable Team Area Fund Specialist in Budget Services for Budget Code support, direction and/or internal budget code cheat sheet.
- Reminder: Sub Jobs without required Budget Codes WILL NOT pay so this essential function is extremely important.

Sacramento City Unified School District Payroll Services

August 2010

Updated with Enhancements: October 2010, August 2012

On Line Sub Pay Verification

Due Date

- Due Date to “Verify, Approve” On Line Sub Pay is Close of day, 25th of each month (no change from paper time sheet signature process). SOM/PRINCIPAL/ADMIN to take initiative and responsibility to monitor On Line Verification for Sub Pay processing requirements.
- Questions on Sub Pay Job Verification process? Contact your Area Payroll Technicians for support.
- NOTE: The essential function of designating sub jobs as “Verified, Approved” is a huge responsibility to ensure subs are paid on time; thus, such is crucial to complete by the Close of day, 25th (26th for 2nd shift custodian jobs) of each month.

Sub Pay Verification Options (2) with Approval by
SOM/PRINCIPALS/ADMIN with monitoring by Team, Area Payroll
Fiscal Technicians

NOTE: Sub Pay cannot be LOCKED until Confirmation of 100% Verified/Approved Sub Jobs.

- **Two (2) On Line Verification Options:**

1. Unverified (U): All jobs will start with this status. Indicates that job has not been verified. Will not be paid.

2. Verified Approved (A): Indicates job has been reviewed by SOM/ADMIN and the information is correct. Once approved the data is available for export to Sub Pay.

DO NOT USE item #3:

3. Verified Disapproved (D): Indicates job reviewed by SOM/ADMIN and the information is incorrect.

NOTE: “Unverified” sub jobs will NOT PAY substitute.

SOM's/PRINCIPALS/ADMIN must **“Verify, Approve” Sub Jobs on a Daily/Weekly Basis but no later than the Close of Day on 25th (or 26th for 2nd shift Custodians) of each month.** Do not get behind on this essential function since Payroll Sensitive and impacts substitute employee's pay.

SCUSD SubPay Verification Instructions.

Step 1: Make sure the CURRENT Pay Period is selected

Step 2: Select the Date Range that you want to verify TO/FROM (Recommended that this is done on a daily basis).

Step 3: Click RUN REQUEST

Step 4: Click EDIT BUTTON on the first job # you want to verify.

The screenshot shows the SubFinder web application interface. The browser title is "SubFinder - Windows Internet Explorer" and the address bar shows "https://scusd.subfinderonline.com/wc.aspx?p=VerList". The page has a blue sidebar with navigation links: "Good Morning SUTTER", "Job List", "Reports", "Employee", "Substitute", "Site Message", "Site Directions", "Verification" (highlighted), and "Log Out".

The main content area is titled "Verification" and contains the following elements:

- Pay Period:** 08/26-09/25/10 08/26/2010 to 09/25/2010 Check Date 10/15/2010
- Selection Criteria:**
 - ID
 - Date
 - Site
 - Employee
 - Substitute
 - Process Status
 - Verify Status
- Order By:** Date
- Job Display:** Employee
- Buttons:** "Run Request", "Current Pay Period Verification Status INCOMPLETE", "Prior Pay Period Verification Status COMPLETE"

Below the filters is a table with the following data:

Job List	ID	Job Date	Employee	Site	Verify Status/Date	Log
Edit	955	09/07/2010	EMERSON, ANIN	SUTTER MIDDLE SCHOOL	U	Log
Edit	964	09/07/2010	GONZALES, JENNY	SUTTER MIDDLE SCHOOL	U	Log
Edit	1021	09/07/2010	GANTT, VINCENT	SUTTER MIDDLE SCHOOL	U	Log
Edit	963	09/07/2010	TATE, MICHAEL	SUTTER MIDDLE SCHOOL	U	Log
Edit	1034	09/07/2010	RINEHART, MORGAN	SUTTER MIDDLE SCHOOL	U	Log
Edit	1168	09/08/2010	KNOX, CAROLYN	SUTTER MIDDLE SCHOOL	U	Log
Edit	965	09/08/2010	EMERSON, ANN	SUTTER MIDDLE SCHOOL	U	Log
Edit	964	09/08/2010	GONZALES, JENNY	SUTTER MIDDLE SCHOOL	U	Log
Edit	1021	09/08/2010	GANTT, VINCENT	SUTTER MIDDLE SCHOOL	U	Log
Edit	963	09/08/2010	TATE, MICHAEL	SUTTER MIDDLE SCHOOL	U	Log

Now you are ready to verify your jobs:

Step 1: Verify that the information is correct (as seen below).

Step 2: If it is correct click on the VERIFY APPROVED button.

Step 3: Click SAVE

The screenshot shows the SubFinder web application interface. The browser window title is "SubFinder - Windows internet Explorer" and the address bar shows "https://scusd.subfinderonline.com/wc.aspx?p=Veri_list". The page content includes a navigation menu on the left with options like "Job List", "Reports", "Employee", "Substitute", "Site Message", "Site Directions", "Verification", and "Log Out". The main content area is titled "Verification" and "Edit/Verify Job: 963". It features a table with three columns: "Employee Information", "Substitute Information", and "Verification Information". The table contains data for a job on 09/07/2010 from 08:20 AM to 02:20 PM. The "Verification Information" column shows radio buttons for "Verify, Approved", "Verify, Disapproved", and "Unverify", along with a "Verified Date" of 09/10/2010 and a "Status" of "Not Processed". Below the table is a form with fields for "Site" (SUTTER MIDDLE SCHOOL), "Employee" (+ TATE, MICHAEL), "Position" (INSTRUCTION AIDE), "Reason" (A067 RESIGN/REITRED. TERMINATED), "Substitute" (+ CRSS-GONZALEZ, SAUL), "Select or Enter", and "Account Code". There are also "No Substitute" and "Save" buttons. The status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Employee Information	Substitute Information	Verification Information
Start Date/Time 09/07/2010 08:20 AM	Start Date/Time 09/07/2010 08:20 AM	<input checked="" type="radio"/> Verify, Approved <input type="radio"/> Verify, Disapproved <input type="radio"/> Unverify Verified Date 09/10/2010 Status Not Processed
End Date/Time 09/07/2010 02:20 PM	End Date/Time 09/07/2010 02:20 PM	
Total Hours 6.00	Time Adj 0:30	
	Total Hours 5.50	

When the job has been VERIFY APPROVED your screen will show an A-with date of approval (as seen below). In addition in GREEN will let you know that "The update was successful for Job ID: 963".

The screenshot shows the SubFinder web application in a Windows Internet Explorer browser. The page title is "SubFinder - Windows Internet Explorer". The URL is "https://scustid.subfinderonline.com/web.aspx?pe=VerEdit". The browser's address bar shows the URL. The page has a blue sidebar with navigation links: "Good Morning SUTTER", "Job List", "Reports", "Employee", "Substitute", "Site Message", "Site Directions", "Verification" (highlighted), and "Log Out". The main content area is titled "Verification". It features a "Pay Period" dropdown set to "08/26-09/25/10 08/26/2010 to 09/25/2010 Check Date 10/15/2010". Below this are "Selection Criteria" with checkboxes for "ID", "Date", "Site", "Employee", "Substitute", "Process Status", and "Verify Status". The "Date" criteria are set to "First 08/26/2010" and "Last 09/10/2010". The "Site" is set to "SUTTER MIDDLE SCHOOL". There are buttons for "Current Pay Period Verification Status" (INCOMPLETE) and "Prior Pay Period Verification Status" (COMPLETE). A "Run Request" button is also present. Below the search criteria, a message reads "The update was successful for Job ID: 963". A "Job List" table is displayed with columns: "Edit", "ID", "Job Date", "Employee", "Site", "Verify Status/Date", and "Log". The table contains 10 rows of job records. The status of the job with ID 963 is "A - 09/10/2010".

Edit	ID	Job Date	Employee	Site	Verify Status/Date	Log
Edit	955	09/07/2010	EMERSON, ANN	SUTTER MIDDLE SCHOOL	U	Log
Edit	964	09/07/2010	GONZALES, JENNY	SUTTER MIDDLE SCHOOL	U	Log
Edit	1021	09/07/2010	GANTT, VINCENT	SUTTER MIDDLE SCHOOL	U	Log
Edit	963	09/07/2010	TATE, MICHAEL	SUTTER MIDDLE SCHOOL	A - 09/10/2010	Log
Edit	1034	09/07/2010	RINEHART, MORGAN	SUTTER MIDDLE SCHOOL	U	Log
Edit	1168	09/08/2010	KNOX, CAROLYN	SUTTER MIDDLE SCHOOL	U	Log
Edit	955	09/08/2010	EMERSON, ANN	SUTTER MIDDLE SCHOOL	U	Log
Edit	964	09/08/2010	GONZALES, JENNY	SUTTER MIDDLE SCHOOL	U	Log
Edit	1021	09/08/2010	GANTT, VINCENT	SUTTER MIDDLE SCHOOL	U	Log
Edit	963	09/08/2010	TATE, MICHAEL	SUTTER MIDDLE SCHOOL	U	Log

It took me (Bobbie) 30 seconds to verify this one job. We hope you are just as excited we are. Welcome to SUBPAY.

Tip 1: **NEVER** change the Start/End Date or Work hours in Verification. Always change in your **JOB LIST**.

Tip 2: If your job in subfinder is under the EMPLOYEE NAME and the work schedule is different from the schedule posted in subfinder always select **SAME TIME DAILY** button versus Employee Schedule button

(Only when given the option by the ASF system). Please see example below.

SubFinder - Windows Internet Explorer

Address: <https://scuid.subfinderonline.com/awc.aspx?p=JobSrch>

File Edit View Favorites Tools Help

SubFinder

Job List

Reports

Employee

Substitute

Preference List

Site Message

Site Directions

Verification

Log Out

Job ID: 888 Reported on: 08/30/2010 02:10 PM

Employee: WATTS, STANLEY

Site: CC/ BRET HARTE

Calendar Track: CHILDREN CTR CERT ----A5

Position: CC/PRESCHOOL AGE

Reason: A023 CHILD DEVELOPMENT SD

Absence Info

Start date/time: 08/31/2010 08:30 AM End date/time: 09/01/2010 05:30 PM

Follow Employee Schedule Same Time Daily

Job Info

Start date/time: 08/31/2010 08:30 AM End date/time: 09/01/2010 05:30 PM

Follow Employee Schedule Same Time Daily

Enter Misc Code: _____

Job Type: Requested Substitute

Done Internet 100%

On-Going Training and Support for SCUSD Schools and Departments

- 8/12/2010: SOM introductory meeting facilitated by HR, Budget, Payroll to share Sub Pay project plan. By 8/30/2010: Training team also trained pull out groups: AD ED, CC, SP ED, Operation Supervisors, Central Office, any staff using Automated Sub Finder system. 8/12 pm, 8/16 am, 8/17 pm, 8/19 am, 8/20 am, 8/31 am: Additional one hour training sign up provided to SOM's/Principals; 10/2010: Training team completed additional central office departmental training for Sub Pay On Line Verification process with State/Federal, Safe Schools, ARE, Gate/Open Enrollment/Summer School, Transportation and others.
- HRS Resource contacts: Bobbie Argo, Personnel Technician II/Substitute Office; Joyce Compton, Personnel Specialist; Area PT II's/ In Training
- Payroll Resource contacts: Area Payroll Technicians; Tanisha Turner, Supervisor; Gail Richardson, Director, Payroll Services
- Budget Resource contacts: Area Fund Specialists; Mike Smith, Supervisor
- SPC is available to provide on-going support to you during any transition period as we celebrate Sub Pay implementation and enhancements. Thank you for attending these training sessions as your support and input is very much appreciated to ensure that substitutes are paid on time and accurately for their services to our school sites and departments.