SUBSTITUTE TIMESHEETS (PAY-W003)

Sacramento City Unified School District

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

1.0 SCOPE:

1.1 This work instruction is used to distribute and enter substitute timesheets into Escape.

2.0 RESPONSIBILITY:

2.1 Lead Payroll Technician

2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

Authorized Signature on File

3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

4.1 When substitute timesheets are received by the Payroll Services Department, they are delivered to the Budget Department to be coded so the employees can be paid for time worked.

4.2 CDR – Contract Daily Rate

4.3 M2 – Mid-month pay cycle for Certificated employees

4.4 M3 – Mid-month pay cycle for Classified employees

4.5 Add-on – The coding that is used to pay for a particular job.

5.0 WORK INSTRUCTION:

5.1 Substitute time sheets are date stamped when received by the Payroll Services Department; due no later than the 25th of each month for the first through the 25th of the current month and 26th through month end of previous month.

5.2 Time sheets are then delivered to the Budget Department for coding. All substitute timesheets must have a budget code assigned for each day worked in order to be paid.

5.3 When the Budget Department is completed with coding time sheets, time sheets are returned to the Payroll Services Department and distributed to each team according to the alphabet, i.e., A-H: Team A; I-P: Team B; and R-Z: Team C.

5.4 Time sheets with reject tags from Budget will be given to the Sub Office for review and correction. The corrected time sheets will be returned to Payroll for continued processing. The only exception to this is where an employee signature is required.

5.5 Time sheets are separated into certificated and classified groups.

5.6 On each time sheet, the appropriate dates are written next to the Budget Department's coding for each day worked.

5.7 Load appropriate pay cycles for classified or certificated employees.

5.7.1 M2 pay cycle to enter certificated timesheets.

5.7.2 M3 pay cycle to enter classified timesheets.

5.8 Certificated Timesheets

5.8.1 Select appropriate employee and hit< Enter> to open employee's record.

5.8.2 Select appropriate add-on. SUBT1 (for teacher's first 5 days – lower rate); SUBT2 (for teacher's time after 5 days – higher rate); and SUBT (for teachers who are in a position for more than 30 calendar days – CDR rate).

5.8.3 In the "Description" field, list dates worked.

5.8.4 In the "Effective Date" field, always type the last day of the month worked.

5.8.5 Enter number of hours.

5.8.6 Hit <Alt A> to enter budget code.

5.8.7 To enter additional time with the same add-on, hit <F4> to copy record and follow steps 5.7.3 through 5.7.6.

5.8.8 When all time is entered, hit F3 to save.

5.9 **Classified Timesheets.**

5.9.1 Select appropriate employee and hit <Enter> to open employee's record.

5.9.2 Select appropriate add-on.

5.9.3 In the "Description" field, list dates worked.

5.9.4 In the "Effective Date" field, always type the last day of the month worked.

5.9.5 Enter number of hours.

5.9.6 Hit <Alt A> to enter budget code.

5.9.7 To enter more time with the same add-on, hit <F4> to copy record and follow steps 5.8.3 through 5.8.6.

6.0 ASSOCIATED DOCUMENTS:

6.1 Classified Substitute time sheet (yellow) & Children's Center time sheet (blue)

6.2 Certificated Substitute time sheet (pink) & Children's Center time sheet (salmon)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Classified Substitute Time Sheets, Certificated Substitute Time	File cabinet in office	Two years current and previous fiscal year. After two years, send to	None. Must keep all payroll records per Internal Audit Department	Secured Work Area.

Sheets warehouse.

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/03/04	A	Initial Release
7/16/07	B	Correction to Identification in Record Retention Table

*****End of procedure*****