
PROCEDURE: SUBSTITUTE PAY (PSL-P094)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure describes the essential functions for processing Sub Pay through the Automated Sub Finder System and in coordination with the Sacramento City Unified School District and Substitute Pay Committee departments.

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

2.0 RESPONSIBILITY:

- 2.1 Human Resource Services: Personnel Technician II/Substitute Office and Team Personnel Technician II's are responsible for Sub Pay processing set-up requirements in Personnel/Payroll databases.
- 2.2 Payroll is responsible for paying substitute employees on designated mid-month pay date for each Sub Pay period. The following Sub Pay Committee departments also share in Sub Pay processing requirements: Budget Services, Technology Services.
- 2.3 School Office Managers and Departmental administrators/designated staff are responsible for verifying and approving on line substitute jobs by the 25th/26th of each month. Unverified substitute jobs cannot be paid by Payroll Services.
- 2.4 CRS Advanced Technology and Escape Technology provide system support to SPC departments as needed and requested.

3.0 APPROVAL AUTHORITY:

- 3.1 Personnel Specialist
- 3.2 Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1 SCUSD—Sacramento City Unified School District
- 4.2 HRS—Human Resource Services
- 4.3 Substitute Classified – Day to day substitute employee that is an on-call substitute employee
- 4.4 Substitute Certificated – Day to day substitute employee that is an on-call employee and holds valid credential certification
- 4.5 CRS—CRS Advanced Technology is the software vendor used for automated Sub Finder system and Sub Pay
- 4.6 ASF—Automated Sub Finder system used as HR Management Substitute system
- 4.7 Escape—Escape Technology is the software vendor used for Escape Payroll/Personnel system
- 4.8 SubFinder – A fully automated employee absence management and substitute placement system, providing both Internet and telephone access
- 4.9 LT DR—Long Term Daily Rate
- 4.10 BCC—Budget Code Change

PROCEDURE: SUBSTITUTE PAY (PSL-P094)

Sacramento City Unified School District

- 4.11 PT II—Personnel Technician II
- 4.12 NTE—Not To Exceed
- 4.13 COD—Close of Day
- 4.14 NEO—New Employee Orientation
- 4.15 SPC—Substitute Pay Committee includes representatives from the following departments/sites: HRS, Payroll, Budget, Technology, CRS, Escape, School Principal/Admin, School Office Manager
- 4.16 CCTC—California Commission on Teacher Credentialing: www.CCTC.ca.gov
- 4.17 CSS—Customer Service Specialists
- 4.18 FAQ's—Frequently Asked Questions

5.0 PROCEDURE:

- 5.1 HRS hires NEW day to day classified and certificated substitutes based on qualifications and district needs within each applicable substitute classification.
- 5.2 HRS, CSS's and Substitute Office/Personnel Technician II monitors and audits all New Employee Orientation (NEO) pre-employment processing requirements and required clearances for New Substitutes.
- 5.3 Once all NEO pre-employment requirements and clearances are received then HRS, Substitute Office/Personnel Technician II notifies new Substitute employee of authorized hire date and enters new sub records into Personnel/Payroll data bases: Automated Sub Finder system; Sub Pay; Escape Payroll/Personnel for future data import/export requirements by Technology Department to Payroll Department for Sub Pay payroll processing.
- 5.4 HRS/Substitute Office/ PT II works closely with the following Sub Pay Committee Departments as each department parallels the completion of their specific monthly Sub Pay "essential functions" to ensure successful Sub Pay on the 15th of each calendar month.
- 5.5 Sub Pay Committee Essential Functions for Substitute Pay Processing Requirements:
 - A. Human Resource Services and PT II's/Substitute Office: Personnel data input into Escape Payroll/Personnel system, ASF, and Sub Pay set up. Sub Pay user training, documentation and FAQ's with fingertip access on district intranet under: Departments, HRS, HR Training, Sub Pay.
 - B. Budget Services: (A) Confirmation of required Budget Codes or BCC's for Substitute jobs in coordination with sites; (B) Reconciliation of budgetary discrepancy/error report.
 - C. Technology Services in coordination with CRS and Escape Technologies: (A) Required import/export personnel/payroll data; (B) Discrepancy error report distribution for SPC notification and follow-up reconciliation prior to final Sub Pay processing.

PROCEDURE: SUBSTITUTE PAY (PSL-P094)

Sacramento City Unified School District

- D. Payroll Services: (A) Monthly Payroll Schedule development and distribution;(B) Validating with sites that all sub jobs are Verified/Approved; (C) Audit NTE 8 hour day/classified sub report to ensure NTE 8 hr a day; (D) Reconcile sub pay and regular payroll error reports; (E) Payroll processing to pay Substitutes on mid-month pay date; (F) Monthly make-up Payroll processing.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Sub Pay CUSTODIAL 1st and 2nd SHIFT Pay Rates
- 6.2 Sub Pay NO SHOW JOBS
- 6.3 Sub Pay M2/Cert and M3/Class PAY CYCLES
- 6.4 Sub Pay CHILDREN CENTER Flips
- 6.5 Sub Pay ESCAPE EXPORT
- 6.6 Sub Pay NTE 8 HOURS CLASSIFIED Monthly Report to Payroll Services
- 6.7 Sub Pay VERIFIED/APPROVED and UNVERIFIED SUB JOBS Monthly Report
- 6.8 Sub Pay VERIFICATION LOCK Monthly Process with Notification to SPC by Sub Office
- 6.9 Sub Pay DAY to DAY SUBSTITUTE TEACHERS on Extended Assignment Monthly Report
- 6.10 HRS On Line Training Resources and User Documentation readily accessible on district Intranet under Depts, HRS, HR Training, Sub Pay or Sub Office: (A) Frequently Asked Questions for Sub Office; (B) Instructions for Sub Pay Verification of Jobs; (C) On Line Sub Pay Implementation, Power Point Presentation; (D) Substitute Teacher Certification (Credential Authorizations) Report with Step by Step Instructions.
- 6.11 On Line Tutorials for ASF for Employees and Substitutes: Access on Internet: www.scusd.edu under Employees, Human Resource Services, SubFinder and Sub Calling System

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Daily Rate for Day to Day Substitute Teacher on Extended Assignment: PSL-F239 form	HRS, centralized binders by Area Team, Personnel Technician II's	3 years	Discard after 3 years, as desired	Access to HRS with distribution to applicable parties cc'd on PSL form
Active employees from 2001 to present	Personnel file	Indefinitely	Discard as desired	BMI Iron Mountain

PROCEDURE: SUBSTITUTE PAY (PSL-P094)

Sacramento City Unified School District

Inactive employees from prior 2001	Personnel file	Indefinitely	Discard as desired	and/or warehouse
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8.0 REVISION HISTORY:

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

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