
SUBSTITUTE PAY- Day to Day Substitute Teacher on Extended Assignment Sub Report for Daily Rate Eligibility (PSL-W053)

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, and Human Resource Area Teams by evaluating and authorizing daily rates of pay for long term substitutes who qualify.

| |
|---|
| 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 PT II - Personnel Technician II in Human Resource Services
- 4.2 PSL-F012 - ISO form titled Employee Absence Report
- 4.3 PSL-F239 – ISO form titled Daily Rate for Day to Day Substitute Teacher on Extended Assignment
- 4.4 SubFinder – A fully automated employee absence management and substitute placement system, providing both Internet and telephone access

5.0 PROCEDURE:

- 5.1 Log into “SubFinder” remote access
- 5.2 Click on the report icon
- 5.3 Click on “job list”
- 5.4 Select the following report: Long Term Assignments Report
- 5.5 Select the following criteria:
 - 5.5.1 Certificated, Both Certificated and Classified, Non Certificated and Non Classified
- 5.6 Click “preview”
- 5.7 Select desired “date range”
- 5.8 For time units, select whole days
- 5.9 For substitute absences, select 30 (days)
- 5.10 Filter by “all sites”
- 5.11 Job Selection by “all job positions”
- 5.12 Click “OK” to run report

**SUBSTITUTE PAY- Day to Day Substitute Teacher on Extended
Assignment Sub Report for Daily Rate Eligibility (PSL-W053)**

Sacramento City Unified School District

5.13 When the report is finished running click "print"

5.14 Email "Long Term Assignment" report to the PT II along with Employee Absence Report:
PSL-F012 form submitted by sub teachers

5.15 PT II will complete PSL-F239 form and distribute via email, as noted on form, to
Substitute Office, Payroll Department, Site Administrator and Substitute Teacher to
authorize Long Term Daily Rate Pay

6.0 ASSOCIATED DOCUMENTS:

6.1 PSL-F012: Employee Absence Report

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
|-----------------------|----------------|------------------|--------------------|-------------------|

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 *****