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# **SUBSTITUTE PAY- No Show Jobs (PSL-W055)**

Sacramento City Unified School District

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## **1.0 SCOPE:**

- 1.1 This work instruction outlines one of the essential functions used to process Substitute Pay through Human Resource Services, Substitute Office, by monitoring and correcting “No Show Jobs”.

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 Report Icon—An icon located on the Sub Finder remote desktop system
- 4.2 Job Number—A job number is a number assigned by the Automated Sub Finder System when a job is placed in the system
- 4.3 SubFinder – A fully automated employee absence management and substitute placement system, providing both Internet and telephone access
- 4.4 ADMIN—Administrator

## **5.0 PROCEDURE:**

- 5.1 Click on the “Sub Finder” report icon
- 5.2 Choose the report “Absent Report by Site”
- 5.3 Select the filter criteria status: “no show job”
- 5.4 Click “run request”
  - 5.4.1 If any jobs appear then print out report and then continue with step 5.5
- 5.5 Click into the “edit station”
- 5.6 Click on job icon and locate the job number on the report
- 5.7 Enter the job number
  - 5.7.1 Edit the job from “no show” to “cancel”. This is to prevent ADMIN sites from verifying or approving “NO SHOW” substitute jobs
- 5.8 Click “save”

## **6.0 ASSOCIATED DOCUMENTS:**

## **7.0 RECORD RETENTION TABLE:**

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

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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

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