
SUBSTITUTE PAY- Substitute Custodians 1st Shift vs 2nd Shift classification for Hourly Pay Rate Designation (PSL-W057)

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: This work instruction outlines one of the essential functions used to process substitute pay through the Human Resource Services department via the Substitute Office by verifying if the custodian pay shifts are correct.

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 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 CRS—CRS Advanced Technology is the software vendor used for automated Sub Finder system and Sub Pay

4.5 ASF—Automated Sub Finder system used as HR Management Substitute system

4.6 2nd Shift Custodian Job—Any shift that ends at 9:01 p.m. or later

5.0 PROCEDURE:

5.1 Log into the ASF by remote access

5.2 Click on the SubFinder report icon

5.3 Click on “JOB” button

5.4 Select the following report:

5.4.1 “ABSENT REPORT BY SITE” using the report options

5.4.2 Select either “CLASSIFIED, BOTH CERTIFICATED AND CLASSIFIED AND NON CERTIFICATED AND NON CLASSIFIED” to include inactive employees and restricted employees

5.5 Click “PREVIEW” button

5.6 Use the following sort criteria tab “ALL EMPLOYEES” and the desired start and end date range

5.7 Select the “FILTER” criteria tab and select job position group “CUSTODIANS”

5.8 Click “OK” and then run your report

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5.9 Click on the print icon to print to your printer

5.10 Review report to make sure the hours are within the 1st shift and 2nd shift time frame. If you find an error please contact the school site to make pay shift corrections.

6.0 ASSOCIATED DOCUMENTS:

None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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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 *****