
**SUBSTITUTE PAY- Verified/Approved and Unverified
Sub Job Reports (PSL-W059)**
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 by providing HR with Verified/Approved and Unverified Substitute Job Report.

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 Remote Access - Username and password given to access the Subfinder system
- 4.2 SubFinder – A fully automated employee absence management and substitute placement system, providing both Internet and telephone access

5.0 PROCEDURE:

- 5.1 Login into SubFinder Remote Access
- 5.2 Click on the SubFinder Report ICON
- 5.3 Click on "Verification ICON"
- 5.4 Select the following criteria for your report: Include inactive/restricted employees and classified employees or Include inactive/restricted certificated or both certificated and classified or non-certificated and non-classified
- 5.5 Click "Preview"
- 5.6 The following Sort criteria should be used: All Sites, Pay period date range
- 5.7 The following Filter criteria should be used: All Job positions
- 5.8 Click "OK" to run report
 - 5.8.1 All sub jobs for each SUBPAY period must be confirmed as "Verified/Approved" by Payroll Services for all sites. "Unverified" sub jobs will not be paid. Substitute Office should run this report on the 26th of each month and email to HR Supervisor for review of percentage of Verified/Approved and Unverified Sub Job update

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 ***