
SUBSTITUTE PAY – Substitute Children Center/Site-Flips for Partial Day Designation: 1/2, 2/3 or Full Day (PSL-W060)

Sacramento City Unified School District

SCOPE:

- 1.1 This working instruction outlines one of the essential functions used to process Substitute Pay through Human Resource Services, Substitute Office, by monitoring and designating pay rates for Certificated Children Center substitutes.

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 HRS—Human Resource Services.
- 4.2 CRS—CRS Advanced Technology is the software vendor used for automated SubFinder system and Sub Pay
- 4.3 ASF—Automated Sub Finder system used as HR Management Substitute system
- 4.4 SUBPAY- Program within the ASF system that will now export payment into the Escape system for payment to be paid out to substitutes
- 4.1 CC/Sites- Children Center Sites within the Child Development Department
- 4.2 CC—Children Center
- 4.3 FLIP- Using the SUBPAY Program to change the job from a SUBT2 Teacher Pay Rate to a CC/SUBT2 Pay Rate designation
- 4.4 SubFinder – A fully automated employee absence management and substitute placement system, providing both Internet and telephone access
- 4.5 SUBPAY—Substitute Pay

5.0 PROCEDURE:

- 5.1 Log into the ASF system via remote access.
- 5.2 Click on the “SUBPAY” icon to open the program.
- 5.3 Click on “JOB” button.
- 5.4 Select the “SITE” button.
- 5.5 Type in CC to access the CC/Sites from A-Z.
- 5.6 Click on the first job within that pay period.

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- 5.7 Look under the “JOB DETAILS” tab to review the job to make sure it is a certificated position. If it is a CC/INFANT TODDLER, CC/PRE-SCHOOL AGED or CC/SCHOOL AGED job then please continue with step 5.8.
- 5.8 Click on the “DAILY DETAIL” tab.
- 5.9 Click on the “JOB DAY RATE” section.
- 5.10 Under the “TIME UNIT PROFILE” click “ADD” and select the following title “SUBT2 CC” which is the Step 2 Cert CC Sub Rate for Teachers.
- 5.11 Click “ok” to save.
- 5.12 Repeat steps 5.1 thru 5.11 for each job at each CC/Site to flip the job to authorize the correct children center pay rate for certificated substitutes.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

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 |

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