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**SUBSTITUTE PAY – M2/Substitute Certificated Who Are Also  
M3/Substitute Classified for Designation of Applicable Substitute  
Pay Rate - Flips (PSL-W061)**  
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 updating substitute rates for those substitutes that work as both classified and certificated substitute employees.

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 Sub Finder system and Sub Pay
- 4.3 ASF: Automated Sub Finder system used as HR Management Substitute system.
- 4.4 M2- Certificated Pay cycle within the Escape Personnel/Payroll system
- 4.5 M3- Classified Pay cycle within the Escape Personnel/Payroll system
- 4.6 SUBPAY- Program within the ASF system that will export employee data into the Escape system for time and pay rate to be processed for payment by Payroll Services to substitutes—SubPay completely automates the substitute payroll process using existing SubFinder data
- 4.7 SubFinder – A fully automated employee absence management and substitute placement system, providing both Internet and telephone access
- 4.8 Escape—Escape Technology is the software vendor used for Escape Payroll/Personnel system
- 4.9 FLIP- Using the SUBPAY Program to change job from a SubT1 – Step 1 or 2 Sub Teacher Pay Rate to a Classified Pay Rate by classified position such as a Clerical position.

**5.0 PROCEDURE:**

- 5.1 Substitute Office located in the HRS Department will log into the ASF system.
- 5.2 Click on the SUBPAY Station located in the ASF system.
- 5.3 Click on the JOB ICON button located in the SUB PAY program.
- 5.4 Select the Site button to locate the CC/Site or Children Center Site starting with letter A to Z.

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- 5.5 Click on the CC/Site and look at the first job. If the job is for a Children Center Teacher (only) then proceed to 5.6 procedure, if not, then click “cancel”.
- 5.6 Click on the TAB and click the CLEAR Button.
- 5.7 Click OK to SAVE.
- 5.8 Repeat steps 5.1 through 5.7 until all CC/Sites have been FLIPPED or designated with the applicable SUB PAY rate. Substitute Office maintains master listing of subs that are both M2 and M3 pay cycles and shares with Payroll Teams as RED FLAG payroll sensitive reminder.

**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>
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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

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