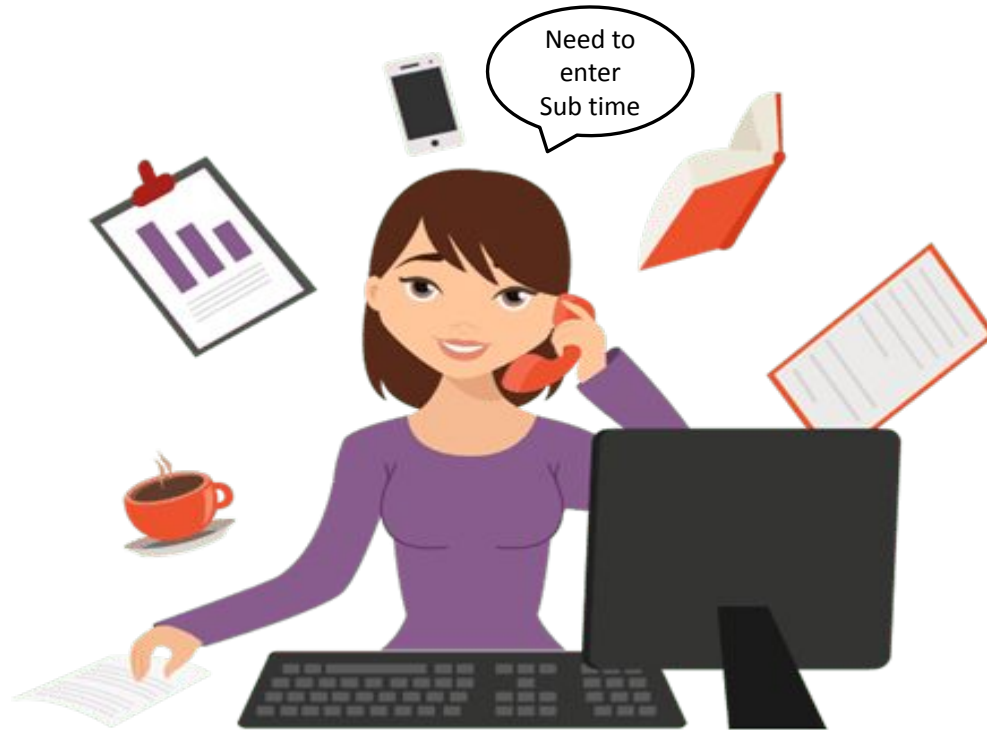# Substitute pay information and instructions

Substitute Pay Instructions

When looking at the Pay Rate Summary remember:

If you are a Title I-Tier 1 location you will ONLY use the Title I -Tier I **pink sections** of the summary.

If you are an Early Hire location you will use the Early Hire **gold section** ALONG with the Special Education or Hard-to fill **green section** for Special Education or Hard-to-fill positions.

If you are a Standard location you will use the Standard **blue section** ALONG with the Special Education or Hard-to fill **green section** for Special Education or Hard-to-fill positions.

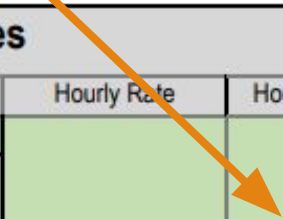If you are The Transformation Network you will use the **orange section**.

Pay Rate Summary with Time Reporting Codes (TRCs) for Substitutes

Substitute Support Professionals			Hourly Rate	Hourly Rate (TRC)
Substitute Support				
Campus Security Monitor, Federal Programs Teacher/Family Aide, In-House Suspension Teacher Assistant. Title I In-House Suspension Teacher Assistant, Physical Education Instructional Assistant, Title I Physical Education Instructional Assistant, Resource Room Instructional Assistant, Title I Resource Room Instructional Assistant, Library Aide, Title I Library Assistant, School Aide, Teacher/Family Assistant, Title I Teacher/Family Assistant. Specialized Programs Teacher Assistant (SPTA), Title I SPTA			$12.00 hourly	REGT

Substitute Teachers	Daily Rate	Daily Rate (TRC)	Hourly Rate	Hourly Rate (TRC)
Standard Locations				
Day-to-Day	$110.00 daily	SUBA	$15.31 hourly	SUBRX
Long-Term (beginning on the 11th day)	$130.00 daily	SUBAL	$18.10 hourly	SUBLX
Vacancy	$140.00 daily	SUBV	$19.49 hourly	SUBVX
Early Hiring Locations				
Day-to-Day	$120.00 daily	SUBAE	$16.71 hourly	SBREX
Long-Term (beginning on the 11th day)	$140.00 daily	SBALE	$19.49 hourly	SBLEX
Vacancy	$150.00 daily	SUBVE	$20.88 hourly	SBV8X
Title I Locations				
Title I Locations (Day-to-Day)	$150.00 daily	SUBTD	$20.88 hourly	SBV8X
Title I Locations (Long-Term)	$170.00 daily	SUBTL	$23.68 hourly	SBTLX
Title I Locations (Vacancy)	$180.00 daily	SUBTV	$25.07 hourly	SBTVX
Title I Locations (8HR)				
Title I Locations - 8 HR (Day-to-Day)	$170.00 daily	SUBD8	$20.88 hourly	SBV8X
Title I Locations - 8 HR (Long-Term)	$190.00 daily	SUBL8	$23.68 hourly	SBTLX
Title I Locations - 8 HR (Vacancy)	$200.00 daily	SUBT8	$25.07 hourly	SBTVX
The Transformation Network (Effective 9-18-2023)				
The Transformation Network - Day-to-Day, Long-Term, or Vacancy	$225.00 daily	SUBTN	$31.34 hourly	SBTNX
Special Education				
Day-to-Day	$150.00 daily	SBASP	$20.88 hourly	SBL8X
Long-Term	$150.00 daily	SBASL	$20.88 hourly	SBL8X
Vacancy	$150.00 daily	SUBVL	$20.88 hourly	SBL8X

Current Substitute Support Professionals TRC

REGT SUB TRC Code replaced SUBS TRC Code

Pay Rate Summary with Time Reporting Codes (TRCs) for Substitutes			
Substitute Support Professionals		Hourly Rate	Hourly Rate (TRC)
Substitute Support			
Campus Security Monitor, Federal Programs Teacher/Family Aide, In-House Suspension Teacher Assistant. Title I In-House Suspension Teacher Assistant, Physical Education Instructional Assistant, Title I Physical Education Instructional Assistant, Resource Room Instructional Assistant, Title I Resource Room Instructional Assistant, Library Aide, Title I Library Assistant, School Aide, Teacher/Family Assistant, Title I Teacher/Family Assistant. Specialized Programs Teacher Assistant (SPTA), Title I SPTA		$12.00 hourly	REGT

Substitute Pay outside of school day

TRC: SBXNS

SBXNS should only be used outside of the school day (i.e. tutoring, etc).

A combo code **must** be entered as the site will pay for this additional time.

Timesheet entry examples

All entries must include:

- Time

- Appropriate TRC

- Business unit

- Location

Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19
1.00	1.00	1.00	1.00	1.00

Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26
1.00	1.00	1.00	1.00	1.00

Mon 8/29	Tue 8/30	Wed 8/31	Thu 9/1	Fri 9/2
1.00	1.00	1.00	1.00	1.00

Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9
	1.00	1.00	1.00	1.00

Example of Standard Location

Time Reporting Code	Business Unit	Location
SUBA - Substitute - Absence	CCSD1 🔍	0746 🔍

Example of a SUB working 10 days to qualify for long term pay

* PLEASE NOTE that the first 10 days must be approved by Level 1 and Level 2 approvers before Long Term TRC can be used
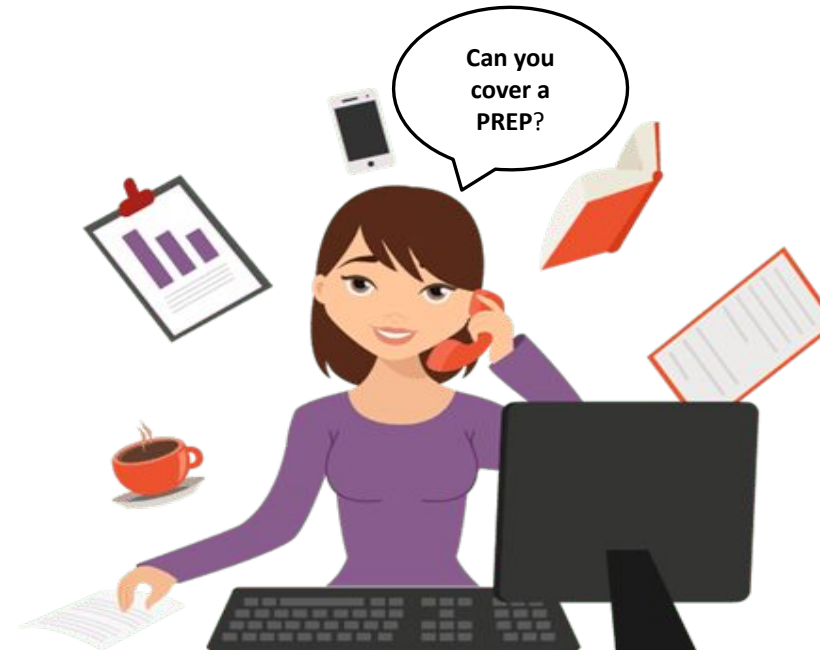
Total	Time Reporting Code	Business Unit	Location
9.00	SUBAL - Substitute - Abs - Long Term	CCSD1 🔍	0746 🔍

Eligibility for Long Term pay

Example Title I Tier I location

	Mon 10/10		Tue 10/11		Wed 10/12		Thu 10/13		Fri 10/14	Total	Time Reporting Code	Business Unit	Location
					1.42		1.42			2.84	SBV8X - Sub - Vacancy - EH - Xtra H ⌄	CCSD1 🔍	0951 🔍
	1.00		1.00		1.00		1.00		1.00	5.00	SUBTD - Title I-Tier I Loc(Day-to-Da ⌄	CCSD1 🔍	0951 🔍

Example of a day to day SUB working extra time This **MUST** be entered on **TWO** separate lines

Can you cover a PREP?

Example of an Early Hire Location

	Mon 10/31		Tue 11/1		Wed 11/2		Thu 11/3		Fri 11/4		Sat 11/5	Total	Time Reporting Code	Business Unit	Location
					1.00							1.00	SBASP - Substitute-Absence-SPED ⌄	CCSD1 🔍	0915
	1.00											1.00	SUBAE - Substitute - Absence - EH ⌄	CCSD1 🔍	0915

Example of a day to day sub that
worked 1 day in a Special Ed classroom

We ❤ Timekeepers

Corresponding TRC based on <u>Preparation Period Buyout Type</u> - all are dependent on the location type (Standard/Early Hire/Title I-Tier I)

PREPV - vacant position
- Standard = SUBVX
- Early Hire = SBV8X
- Title I-Tier I (regular and 8 HR) = SBTVX
- Special Ed = SBL8X

PREPB - admin directed
- Standard = SUBRX or SUBLX (long-term)
- Early Hire = SBREX or SBLEX (long-term)
- Title I-Tier I (regular and 8 HR) = SBV8X or SBTLX (long-term)
- Special Ed = SBL8X

PREPA - no sub coverage
- Sub TRCs should not be used

Calendar View of Timesheet

We have found when having issues with entering time on the time sheet it may be resolved by changing the view of the Timesheet.

You can change the view of the Timesheet by changing the ***View By"** using drop-down option select the "**Week or day"** view, and update the "**Date"** field by entering the desired date. Click the **green** arrow icon to refresh the timesheet view

Navigation to CURRENT Sub pay guide

- The current version of the ***Pay Rate Summary with Time Reporting Codes (TRCs) for Substitutes*** can be found in Employee Business Training (EBT).

- Go to Training.ccsd.net > Resources > HCM-Human Capital Management, scroll down to the Time and Absence section to Substitute Pay Rate and TRC Code Information

Example of Time from Other Locations (Substitute Teacher)

How do I process time entered for one of my employees by another location?

- In this instance, ***no action is necessary***. The other location is responsible for entering the time, routing it through the approval process, and ensuring that the funds come from the correct funding source/budget.

- **Do <u>NOT</u> delete time entered by another location!** This will likely cause a **retro trigger** that can result in the employee receiving an incorrect paycheck.

- Grants Fiscal Services is currently entering time from electronic and paper C-5's into the HCM system. Please **do not delete**.

  This time can easily be recognized by the code **0137** in the Location Code field.

Instructions for Substitutes being used for
Grant Funded School Business

➡ When a teacher will be absent for Grant Funded School Business and requires a substitute, an absence request is created in Smart Find Express and HCM. In HCM Time and Absence, the teacher enters school business for the absence name and in the dropdown menu enters the Grant Internal Order (i.e the G number not including the last 2 digits) and Department 0137. In the Comments, enter the name of the school business and the date(s) the sub is required.

➡ The Timekeeper then inputs the Substitute time in HCM using the school location number.

➡ The substitute will be paid directly by Sub services.

➡ Do Not enter a Grant combo code to pay for a substitute.

➡ A sub report is generated and sent to Grants Fiscal Services.
An expense adjustment will then be completed by Grants Fiscal Services to reimburse sub services for any allowable grant funded substitute charges.

Sub report generated

Sent to Grants Fiscal Services

Procedures for Spending Federal Funds I

Request Absence

*Absence Name	District Business ⌄
*Reason	Select Absence Reason ⌄
*Start Date	02/28/2022 📅
End Date	📅
Duration	1.00 Days
Partial Days	None

Check Eligibility

Additional Information

GRANT I/O	G6631
DEPARTMENT	0137
Comments	DECA Conference 2/15/22 Approved by _____

> *The AA/BA may send the sub report with the sub memo. If the amount on the memo is incorrect, be sure to cross out the incorrect amount and write in the correct amount to be adjusted.

Payroll Time and Absence Audit Report Update

The payroll time and absence audit report is sent to Level 1 and Level 2 to aid in accurate employee pay.

The payroll time and absence audit report has been updated to help improve accuracy of substitute pay. The payroll time and absence audit report that you receive on Thursday will now include substitute pay.

The instructions provided from Payroll can be found: training.ccsd.net under General Information

Support For any questions regarding the Payroll Audit Reports, contact the Payroll Department at (702) 799-5351. A CCSD help desk ticket may also be submitted at quickit.ccsd.net.

Training Website and QuickIT Service Ticket

There are a number of useful HCM resources available via the EBT website at **training.ccsd.net** > **Resources** > **HCM - Human Capital Management** tab.

For assistance place a service ticket using the QuickIT icon on your desktop or QuickIT.ccsd.net. Assistance is also available from the Helpdesk at **(702) 799-3300**. If the helpdesk is unable to answer your question they can create a service ticket for you.