

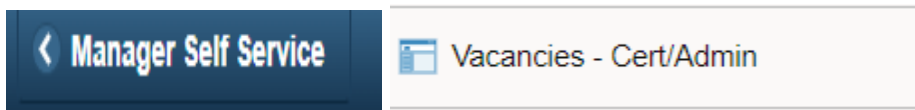
Substitute pay for Vacant Positions Guide

New requirement, a position number will now need to be added for general fund Substitute vacancy positions (TRC's - SUBTV, SUBT8 and SBTVX).

How to find a Position Number for a Vacant Position

Navigate to the MSS

- Click on Manager Self Service Reports Tile
- This will bring you to Manager Queries
- On the left hand side scroll down to Vacancies - Cert/Admin
- Enter four digit location
- Add effective date
- Click view results



4-Digit Location (Optional):

As Of Eff Date (MM/DD/YYYY): BT

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (7 kb)

[View All](#)

First 1-12 of 12 Last

Set ID	Dept ID	Dept ID Descr	Location	Location Descr	Empl Group	Job Code	Position Descr	Position Number	Status	Position Status	Reg/Temp	Full/Part	Reports To	Sal Plan	Grade	Std Hrs/Wk	Position Not Utilized?	As of Effective Date	HCM Incumbents	HCM Leave of Absence	HCM Head Count	HCM Max Head Count	HCM Vacancy	HCM Head Count Status
--------	---------	---------------	----------	----------------	------------	----------	----------------	-----------------	--------	-----------------	----------	-----------	------------	----------	-------	------------	------------------------	----------------------	----------------	----------------------	----------------	--------------------	-------------	-----------------------

For general fund vacant positions, the position number must be entered in the position field. Otherwise, enter the Combo Code. See example below.

Timesheet

Time Reporting Code	Business Unit	Location	Position Number
SUBTV - Title I-Tier I Loc (Vacancy) ▼	CCSD1 🔍	0552 🔍	🔍
▼	CCSD1 🔍	🔍	🔍
▼	CCSD1 🔍	🔍	🔍

Look Up Position Number

Search by: Position Number ▼ begins with

Search Cancel Advanced Lookup

Search Results

View 100 ⏪ < 1-18 of 18 > ⏩

Position Number	Description	Business Unit	Department	Job Code	Position Status	Job Sharing Permitted	Reports To Position Number
10018759	TESL INTERVENTION	CCSD1	0552	C2265	Approved	N	10026821
10018767	HEALTH	CCSD1	0552	C2400	Approved	N	10026821
10018778	GUITAR	CCSD1	0552	C2505	Approved	N	10026821
10018781	PHYSICAL ED GIRLS	CCSD1	0552	C2551	Approved	N	10026821
10018782	R O T C	CCSD1	0552	C2620	Approved	N	10026821
10018789	7-12 BIOL SCI	CCSD1	0552	C2646	Approved	N	10026821
10018793	PHYSICS	CCSD1	0552	C2760	Approved	N	10026821
10018794	SOCIAL STUDIES	CCSD1	0552	C2840	Approved	N	10026821
20005436	MATH/PRE ALG	CCSD1	0552	C2452	Approved	N	10026821

Example: When using SUBTV a position is required when the Combo Code is blank. This will need to be fixed BEFORE time can be submitted.

The screenshot shows a 'Timesheet' form for 'SUB_TEACHER'. At the top right, it displays 'Employee ID', 'Empl Record 0', and 'Earliest Change Date 04/07/2024'. Below this, there's a section 'Select Another Timesheet' with a '*View By' dropdown set to 'Week' and a '*Date' field set to '04/14/2024'. The 'Reported Hours' are '0.00'. A modal error message is displayed in the center: 'Position is required when Combo Code is blank for the TRC SUBTV (20000,334)'. The error message has an 'OK' button. The main form area shows a calendar grid for the week of Sunday 04/14/2024 to Saturday 04/20/2024. At the bottom, there are 'Submit' and 'Apply Schedule' buttons.

Example: When using SUBT8 a position is required when the Combo Code is blank. This will need to be fixed BEFORE time can be submitted.

The screenshot shows a 'Timesheet' form for 'SUB_TEACHER', identical in layout to the first one. It displays the same employee information and form controls. The modal error message is: 'Position is required when Combo Code is blank for the TRC SUBT8 (20000,334)'. The error message has an 'OK' button. The main form area shows a calendar grid for the week of Sunday 04/14/2024 to Saturday 04/20/2024. At the bottom, there are 'Submit' and 'Apply Schedule' buttons, and a row of tabs: 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'.

Example: When using SBTVX a position is required when the Combo Code is blank. This will need to be fixed BEFORE time can be submitted.

The screenshot shows a 'Timesheet' interface for a user named 'SUB TEACHER'. The interface includes the following elements:

- Header: Manager Self Service | Timesheet
- Employee Information: Employee ID, Empl Record (0), Earliest Change Date (04/07/2024)
- Navigation: Select Another Timesheet, View By (Week), Previous Week, Next Week, Date (04/14/2024), Reported Hours (0.00), Print Timesheet
- Calendar: From Sunday 04/14/2024 to Saturday 04/20/2024
- Error Message: Position is required when Combo Code is blank for the TRC SBTVX (20000,334)
- Buttons: OK