PROCEDURE: SUBSTITUTE PAY (PSL-P094)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure describes the essential functions for processing Sub Pay through the Automated Sub Finder System and in coordination with the Sacramento City Unified School District and Substitute Pay Committee departments.

2.0 RESPONSIBILITY:

2.1 Human Resource Services: Personnel Technician II/Substitute Office and Team Personnel Technician II's are responsible for Sub Pay processing set-up requirements in Personnel/Payroll databases.

2.2 Payroll is responsible for paying substitute employees on designated mid-month pay date for each Sub Pay period. The following Sub Pay Committee departments also share in Sub Pay processing requirements: Budget Services, Technology Services.

2.3 School Office Managers and Departmental administrators/designated staff are responsible for verifying and approving on line substitute jobs by the 25th/26th of each month. Unverified substitute jobs cannot be paid by Payroll Services.

2.4 CRS Advanced Technology and Escape Technology provide system support to SPC departments as needed and requested.

3.0 APPROVAL AUTHORITY:

3.1 Personnel Specialist

3.2 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 SCUSD—Sacramento City Unified School District

4.2 HRS—Human Resource Services

4.3 Substitute Classified – Day to day substitute employee that is an on-call substitute employee

4.4 Substitute Certificated – Day to day substitute employee that is an on-call employee

4.11 PT II—Personnel Technician II

4.12 NTE—Not To Exceed

4.13 COD—Close of Day

4.14 NEO—New Employee Orientation

4.15 SPC—Substitute Pay Committee includes representatives from the following departments/sites: HRS, Payroll, Budget, Technology, CRS, Escape, School Principal/Admin, School Office Manager

4.16 CCTC—California Commission on Teacher Credentialing: www.CCTC.ca.gov

4.17 CSS—Customer Service Specialists

4.18 FAQ's—Frequently Asked Questions

5.0 PROCEDURE:

5.1 HRS hires NEW day to day classified and certificated substitutes based on qualifications and district needs within each applicable substitute classification.

5.2 HRS, CSS's and Substitute Office/Personnel Technician II monitors and audits all New Employee Orientation (NEO) pre-employment processing requirements and required clearances for New Substitutes.   .

5.3 Once all NEO pre-employment requirements and clearances are received then HRS, Substitute Office/Personnel Technician II notifies new Substitute employee of authorized hire date and enters new sub records into Personnel/Payroll data bases: Automated

D. <u>Payroll Services:</u> (A) Monthly Payroll Schedule development and distribution;(B) Validating with sites that all sub jobs are Verified/Approved; (C) Audit NTE 8 hour day/classified sub report to ensure NTE 8 hr a day; (D) R

Inactive employees from prior 2001	Personnel file	Indefinitely	Discard as desired	and/or warehouse

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/25/12	A	New, Initial Release, Updated definitions, Update Responsibility and definitions

* * * E n d   o f   p r o c e d u r e * * *