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SUBSTITUTE PAY Ì 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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- 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 RECORDED & INDEXED