



**(If applicable) Update substitute information**



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## (If necessary) Update substitute information

If necessary, update the [Personnel > Tables > Salaries > Substitute](#) tab.

Delete	Sub.Type	Sub.Description	Time	Time Description	Leave Units	Sub Units	Sub Pay.Amt
	01 DEGREED	DEGREED	F	FULL DAY	1.000	1.0	100.00
	01 DEGREED	DEGREED	H	HALF DAY	0.500	0.5	50.00
	02 NON-DEGREED	NON-DEGREED	F	FULL DAY	1.000	1.0	85.00
	02 NON-DEGREED	NON-DEGREED	H	HALF DAY	0.500	0.5	42.50