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# substitute

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# Substitute - HRS2300

***Human Resources > Tables > Salaries > Substitute***

This tab is uses the time code descriptions and pay amounts to automate posting of employee substitutes. Once these fields are completed, you can indicate the time worked by a substitute employee by entering only the code in the transmittal for Employee Substitute entries. The system references the descriptions and amounts.

## Modify a record:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/*Inline folded include*/

| Field | Description |
|---|---|
| **Campus ID** | |
| **Pass/Fail** | |

Click **Save**.

**NOTE:

## Other functions and features:

| | |
|---|---|
| | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |