



substitute

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Human Resources > Tables > Salaries > Substitute

This tab is used to use 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.

Retrieve existing substitute data:

Under **Records**, enter one of the following:

Field	Description
Sub Type	Click  to select a substitute type from the drop-down list.
Time of Day	Click  to select a time of day from the drop-down list. Leave the fields blank to retrieve all substitute data.


Click **Retrieve**. The substitute data is displayed.

Set up substitute data:

Click the **Sub Types** button. The Substitute Type Codes pop-up window is displayed with the existing substitute type codes.

- To add a row, click +Add.
- In the Type field, type the two-character code.
- In the Description field, type the description for the substitute type code. The field can be a maximum of 22 characters.
- Press TAB to create and move to the next row to continue adding new codes.
- Click OK when all codes and descriptions are entered to save and close the page.

Other functions and features:

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