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substitute

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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.

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.