
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

substitute

Table of Contents

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.

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 lookup is displayed with the existing substitute type codes.

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.