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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.

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