
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

substitute

Table of Contents

substitute i
Substitute - HRS2300 1

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.

Sub Type	Click to select a substitute code and description. This field is used to distinguish pay differentials for substitutes employed by the district based on certification, degree, etc. The substitute type description is displayed in the **Sub Description** field.
Time	Type the single-character code for the time code (e.g., A = 7:30-3:30, B = 12:00-3:30). This is a required field.
Time Description	Type the name for the time code.
Sub Units	Type the number of hours per day that position is authorized to work. This is a required field.
Sub Pay Amt	Type the pay rate allowed for this position.

Click **Save**.

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.