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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.

| | |
|---|---|
| **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. |
| **Leave Units** | Type the number of employee leave units (hours or days) to represent any given number of substitute units for the selected sub type. This number is automatically populated to the **Leave Used** field on the Maintenance > Leave Account Transaction > Employee Substitute tab when the sub type is selected. |
| **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:

| | |
|---|---|
| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Print** | Print the salary table data.<br>Click to print the salary table data. The following salary table options are displayed:<br>**Current Tab Page** - prints only the tab page currently open.<br>**Selected Salary Tables** - displays the following Current Year Salary Table Selection options:<br>Local Annual<br>Hourly/Daily<br>Extra Duty<br>Fund to Grant<br>State Minimum<br>Substitute<br>Midpoint<br>**All Salary Tables** - prints all the Salaries tab pages.<br>Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.<br>Review the report. |
|  | 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.<br><br>Click **Save**. |