

Substitute - HRS2300

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Personnel > Tables > Salaries > Substitute

This tab 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 (**Sub Units**). The leave units allow the employee to take leave in different units versus how a substitute is paid. When a record is added on the Maintenance > Leave Account Transaction > Employee Substitute tab, this number is automatically populated to the **Leave Used** field when the **Sub Type** is selected. In addition, the **Sub Units** and **Sub Pay Amt** fields from this tab are automatically populated on the Employee Substitute tab. **Example**: An employee takes 1 unit (day) of leave, but the substitute is paid by the hour; therefore, is paid 8 units or 8 hours in relation to the employee's leave of 1 unit (day).
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	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the salary table data. The following salary table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Salary Tables** - displays the following Current Year Salary Table Selection options: Local Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint **All Salary Tables** - prints all the Salaries tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.