
SUBSTITUTE PAY- Not To Exceed 8 Hour Report (PSL-W056)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This working instruction outlines one of the essential functions used to process Substitute Pay through Human Resource Services, Substitute Office, by providing Payroll Services with the “Not To Exceed 8 Hour Report”.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Personnel Technician II/Substitute Office

3.0 APPROVAL AUTHORITY:

- 3.1 Personnel Specialist or Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1 Subfinder Export Icon- An icon export program feature within the SubFinder system
- 4.2 SubFinder – A fully automated employee absence management and substitute placement system, providing both Internet and telephone access
- 4.3 Remote Access- Username and password given to access the Subfinder system
- 4.4 E-mail—Electronic mail

5.0 PROCEDURE:

- 5.1 Login into “Subfinder Remote Access”
- 5.2 Click on the “Subfinder Export Icon”
- 5.3 Click “Run” on the “Not to Exceed 8+ Hours” report
- 5.4 Select desired start and end date range
- 5.5 Click on “start”
- 5.6 When export is complete, save as a text file
- 5.7 E-mail report to Payroll Department for their review and follow-up with sites/departments for any needed updates prior to monthly payroll processing

6.0 ASSOCIATED DOCUMENTS:

None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/25/12	A	New, Initial Release, Updated definitions

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***** End of working instruction *****