

Substitute Payroll Information

Substitutes are paid biweekly on every other Friday unless the pay day falls on a holiday. Please refer to the payroll schedules at www.neisd.net/payroll for the pay period beginning and ending dates, as well as exact pay dates. Note: For substitutes who also work temporary hire positions (i.e., tutoring, etc.), their supplemental duty work that is entered via the Supplemental Pay web application is paid once a month on the last biweekly pay date of the month for the previous months' dates.

When you sign up for **Direct Deposit**, it will take approximately one month for the direct deposit to be set up with your bank. In addition, you can access your paycheck information from the Employee Center (*Manage My Pay > View My Paycheck in Lawson*) for each pay period.

SUBSTITUTES	DAILY RATE (Monday- Thursday)	DAILY RATE (Friday)
Not Certified Substitute Teacher (At least 60 college credit hours)	\$110.00	\$130.00
Certified Substitute Teacher (Valid Teaching Certificate from Texas or Out-of-State)	\$120.00	\$140.00
Not Certified or Certified Substitute Teacher (Half Day Assignment)	\$62.50	\$72.50
Long-Term Substitute (Certified)** (Full Day Assignment) (After 10 Consecutive Days) (Half Day Assignment)	\$150.00 \$75.00	\$180.00 \$90.00
Registered Nurse	\$100.00	\$100.00
Substitute Paraprofessional/Assistant	\$10.00 per hour	\$10.00 per hour
SPED Substitute Teacher (Certified/Degreed/Not Certified) (At least 60 college credit hours)	\$130.00	\$150.00
SPED Long-Term Substitute (Certified)** (Full Day Assignment) (After 10 Consecutive Days) (Half Day Assignment)	\$170.00 \$85.00	\$200.00 \$100.00
SPED Substitute Paraprofessional/Assistant	\$13.50 per hour	\$13.50 per hour

Continued on the Next Page

Substitute Payroll Information (Cont.)

****Long Term Assignments:** Substitute must be appropriately certified and highly qualified to teach the grade level/assignment of the absent teacher. After 10 consecutive days in the same position, pay will be increased to \$150.00 per day (Monday-Thursday) and \$180.00 a day (Friday) starting on the 11th instructional day for a full day assignment but for **SPED long term assignments**, pay will be increased to \$170.00 per day (Monday-Thursday) and \$200.00 per day (Friday) starting on the 11th instructional day for a full day assignment. **An *Extended Day Rate Approval Form* must be completed by the substitute and campus administrator and returned to the Substitute Office for approval before the increase can be received.**

All substitutes will have 6.2% Social Security deducted from each paycheck, plus 1.45% for Medicare. Retired employees who are currently receiving a check from the Teacher Retirement System (TRS) will only have 1.45% for Medicare deducted from each paycheck.

If you have signed up for direct deposit, check with your particular bank or credit union for information on the exact date of availability of your funds.

If you find that you were not paid for a day that you worked, refer to the payroll schedule. The day may be part of the next pay period. If a day has not been paid, **please contact the school where you worked** so the correction can be made before contacting the Payroll Office. Once the correction is made at the school for any missed days and sent to the Payroll Office, you will be paid on the next scheduled payday.

The Payroll Department will not give out net pay information over the phone. Please keep a record of jobs worked each month to have an idea of the amount you will be receiving each payday or refer to *SmartFind Express* to review past assignments.

For questions about Substitute Payroll information:

Melanie Sklencar
Substitute Payroll Technician
(210) 407-0526
msklen@neisd.net