

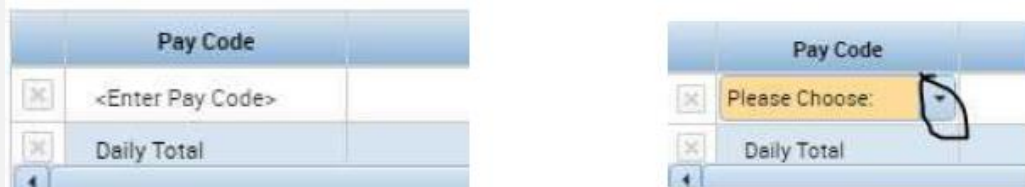
To all Substitute Teachers;

This is an informational reminder. Please complete your KRONOS before you start your work day. Your timesheet is your responsibility. Timekeepers at the site should only be verifying and approving your time, not entering it for you. If your time is not entered, it will not show up on the report we use to process pay.

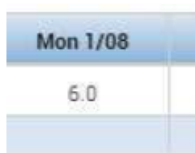
If you need assistance entering your time in KRONOS, you may stop by the payroll office and we would be happy to assist you.

Below are some quick tips to assist you:

After you log into your time card, you must first select the pay code. In most cases, this will be **Cert Sub Hours-Accrue**. Once you click in the box, you will be able to select the down arrow with the choice:



Next put in your hours, use 6 for a full day or 3 for a half day:

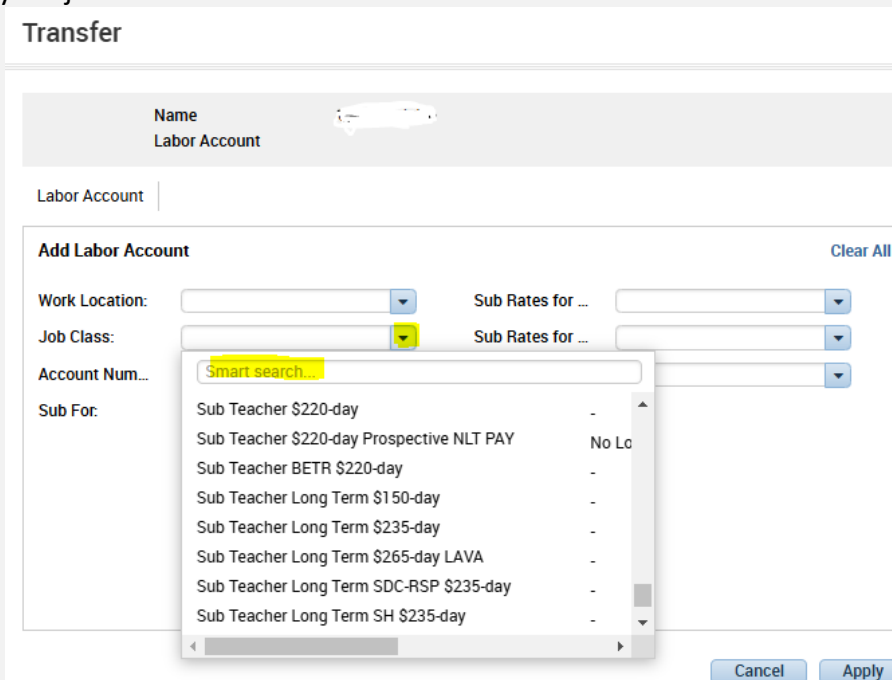


Now go to **Transfers**, click in the box lining up with the information you just entered, and you will see another drop down arrow. Select that arrow and go to “Search” at the bottom:



The screenshot shows a web form with a table-like structure. The first row has a header 'Pay Code' and a second row has a header 'Transfer'. Below these, there is a row with a dropdown menu showing 'Cert Sub Hours-Accrue' and a value of '6.0'. A yellow box highlights the 'Search...' button at the bottom left of the form.

This will bring up the Transfer box where you are required to add your work location, your job class (rate of pay), and the name of the teacher you were subbing for. If you are subbing for an **SH**, **SDC** or **RSP** Teacher, please ensure this also shows when you select your job class.



The screenshot shows a web form titled 'Transfer'. It has a section for 'Name' and 'Labor Account'. Below this is a section for 'Add Labor Account' with a 'Clear All' button. The 'Add Labor Account' section has four fields: 'Work Location:', 'Job Class:', 'Account Num...', and 'Sub For:'. Each field has a dropdown menu. The 'Job Class:' dropdown menu is open, showing a list of options: 'Sub Teacher \$220-day', 'Sub Teacher \$220-day Prospective NLT PAY', 'Sub Teacher BETR \$220-day', 'Sub Teacher Long Term \$150-day', 'Sub Teacher Long Term \$235-day', 'Sub Teacher Long Term \$265-day LAVA', 'Sub Teacher Long Term SDC-RSP \$235-day', and 'Sub Teacher Long Term SH \$235-day'. A yellow box highlights the 'Smart search...' button at the top of the dropdown menu. At the bottom of the form are 'Cancel' and 'Apply' buttons.

Once all three elements are entered; Select **Apply**.

Add Labor Account

Clear All

Work Location:	01-DV - Desert View	X	Sub Rates for ...	
Job Class:	Sub Teacher \$220-day - -	X	Sub Rates for ...	
Account Num...			Reserved-3:	
Sub For:	Mouse, Mickey - Teacher	X		

Cancel

Apply

Remember to “**save**” in the upper right. If you are entering more than one teacher in the same week, you will need to save between each person in order to have another line available.

M

Current Pay Period

1 Employee(s) Select

Print
Timecard

Refresh

Calculate
Totals

Save

For **Sick time**, Select the Pay code on the left:

Pay Code
Sick Leave

Then add 3 for a half day or 6 for a whole day absence under the appropriate date:

Tue 1/21
6:00

For your transfers, you will add the work location as **District Office** and your rate of pay (job class:

Work Location:	11-DO - District Office	X	Sub Rates
Job Class:	do		Rates
Account Num...	02-ED El Dorado		rved-
Sub For:	11-DO District Office		

Job Class:	Sub Teacher \$220-day --
Account Num...	
Sub For:	---

Your transfer will look like this

Pay Code	Transfer	Mon 12/30	Tue 12/31	Wed 1/01
Sick Leave	11-DO/Sub Teacher \$220-day/////			6:00

Thank you for your cooperation. **The Payroll Department.**