

San Dieguito Union High School District
Substitute Teacher Handbook
2025-2026

This booklet contains important information you will need on a daily basis. Please keep this as your reference.

Substitute Teacher Contact:

Darlene Rodriguez: darlene.rodriguez@sduhsd.net

School District Website: www.sduhsd.net

Information for Substitute Teachers: <https://www.sduhsd.net/subsites/Subs/>

School Site Secretaries for Substitute Job Check in:

Carmel Valley Middle School	Roberta Black	(858) 481-8221
Diegueno Middle School	Melanie Lawson	(760) 944-1892
Earl Warren Middle School	Stephanie Black	(760) 755-1558
Oak Crest Middle School	Lorena Reyes	(760) 753-6241
Pacific Trails Middle School	Vetha Pierce	(858) 509-1000
Canyon Crest Academy	Kristine Gotta	(858) 350-0253
La Costa Canyon High School	Sara Dellinger	(760) 436-6136
San Dieguito Academy	Kalani Crosby	(760) 753-1121
Torrey Pines High School	Tamara Rey	(858) 755-0125
Sunset/COAST	Michelle Miller	(760) 753-3860

School Directions and Hours:

The directions, calendars, and bell schedules for each school can be found on the District webpage. Each school has a separate webpage. Please note some of the schools have different hours, start times, and bell schedules.

Substitute Teachers Hours:

- Please arrive at least **20 minutes before school starts** and check in with the secretary responsible for substitute teachers.
- Please remember if your job is **3 hours or more you are required to be at the school site the full day.**
- Please check in with the secretary if you have a free period. You may be required to fill in for another class or may be asked to assist in the office.
- Upon job completion, please remember to check out with the site secretary in order to return keys, sub folder, and other relevant paperwork.

Substitute Teacher Pay:

\$180.00 - Full Day: 3 hours or more in the system – you are required to be at the site the full day.

\$90.00 - Half Day: less than 3 hours

\$200.00 - Long-term pay starts on the 6th consecutive day in the same assignment.

****Note: If break in service, long-term rate will revert back to full day rate for 5 consecutive work days.***

Pay Checks:

Payday is the last working day of the month following the month you worked. The first check after you have started working will be a paper check that can be picked up at the District Office Reception Desk. You must have a valid photo ID in order to pick up your check. If your check is not picked up by 2:00 pm on payday, it will be mailed to your home address. If you have not signed up for direct deposit all paychecks will be mailed out to you if not picked up by 2:00 pm on payday.

Annual Notifications:

Please read these notifications. They are very important. The notifications can also be found on the [District Website](#).

Substitute Employee Management Service Caller (SEMS):

SEMS is the substitute calling system. Directions are included with this packet. Once your hiring Process is completed you will receive an email telling you to register with SEMS over the phone. Once you register over the phone, you will activate your status in SEMS and you will start receiving Calls for assignments. Once you are activated you will also be able to access the system online. The system website is: <https://sandieguito.eschoolsolutions.com>. You may also access the SEMS system through the app. The SDUHSD 4-digit code for the SEMS app is CXZH.

(760) 452-8763 (System Phone Number)
sandieguito.sfe.powerschool.com

Unavailability & Inactivity:

If unable to work for two or more weeks, please email Darlene Rodriguez at darlene.rodriguez@sduhsd.net with dates/reason and mark unavailability in your SEMS profile. Regular monitoring occurs; unnotified inactive substitutes are removed from the roster.

SDUHSD Substitute Sick Leave Guidelines

In accordance with California's Healthy Workplaces, Healthy Families Act (AB 1522) and [SDUHSD AR4261.1 Personal Illness/Injury Leave](#), substitutes who work 30 or more days within a school year are eligible to accrue paid sick leave. Key details are outlined below.

Sick Leave Guidelines:

- **Eligibility:** Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who work for 30 or more days within a school year.
- **Accrual Rate:** 1 hour of paid sick leave for every 30 hours worked.
- **Usage:** You may begin to use accrued leave after 90 days of employment with SDUHSD.
- **Annual Limit:** 5 days (40 hours) may be used in each school year.
- **Qualifying Reasons:** Personal or family illness, preventative care, or qualifying emergencies.
- **Unused Leave:** Unused sick leave may carry over into the next school year, up to a maximum of 10 days (80 hours). However, the District may limit use of accrued paid sick days to 5 days (40 hours).

District Policy Notes:

- Sick leave may only be used on days you are scheduled in SEMS to work.
- When reporting an absence follow these steps:
 - 1) Cancel the assignment in SEMS
 - 2) Call the site secretary to advise of the cancellation/absence
 - 3) Email Darlene Rodriguez at darlene.rodriguez@sduhsd.net asking her to apply sick leave. Provide her with the reason and the Job ID Number.
- Sick leave is not paid out upon separation.

SUBSTITUTE TEACHER

REMINDERS



Annual Notifications

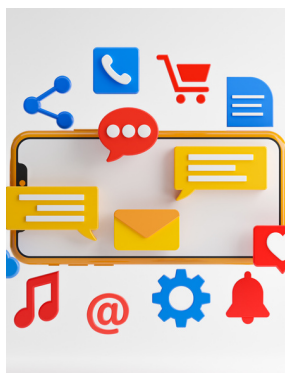
Substitutes should be familiar with annual notifications from SDUHSD to ensure compliance with legal requirements, district policies, and workplace expectations. These notifications provide important information about safety protocols and mandatory training. Being informed helps substitutes perform their duties effectively, and align with the district's standards and procedures.

<https://www.sduhsd.net/Departments/Human-Resources/Employee-Annual-Notifications/>

Electronic Communication

Email:

- Never assume your e-mail messages are private or that they will only be read by the person to whom you send the e-mail.
- Only send an e-mail with content that you wouldn't mind seeing on the evening news or in the hands of a parent, student, co-worker, or supervisor.
- Your emails may be considered public records or subject to subpoenas as part of legal proceedings.
- All e-mails sent or received using your district e-mail account are subject to the Acceptable Use Policy and can be monitored or viewed at any time.
- Only use your district issued account for school related purposes.



www.sduhsd.net



760-753-6491

Social Media

- Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media) is in violation of SDUHSD Board Policy 4119.24.
- Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee is not allowed.
- Use caution, good judgement and discretion when creating your online presence.

Daily Responsibilities:

Your role as a substitute teacher is vital to the success of the educational program. When regular teachers are absent, learning can only continue through the support of dedicated substitute teachers like you. Substitute teaching is a unique role that demands flexibility, confidence, and creativity. While you should follow the regular teacher's lesson plans whenever possible, you may also need to adapt or create new plans to ensure students continue to receive valuable instruction.

Every successful day you spend in the classroom contributes to student learning, upholds professional standards, and strengthens the positive reputation of substitute teachers within the school and community.

Because you perform many of the same duties as a regular teacher, you also require similar materials and support to be effective in the classroom.

To serve as a substitute teacher, it's essential that you meet the District's requirements. Equally important are the personal and professional qualities you bring to the role. These include:

- The ability to recognize and address the diverse needs of students by using effective alternative teaching methods.
- A willingness to grow professionally and accept constructive feedback.
- The capacity to build trusting and respectful relationships with students.
- An understanding of the conditions necessary for meaningful learning to occur.

Daily Assignment Procedures

Calling substitute teachers begins at approximately 4:00 p.m. the night before the assignment. You will be informed of the name of the school, subject, the name of the absent teacher, the approximate length of the assignment (remember 3hrs or more is a full day, and you should be there the full day regardless of the hours stated for the assignment). **You should arrive at least 20 minutes before school starts.** This allows ample time to check in with the office and prepare for instruction to begin when students arrive.

If your assignment has no first period, please note you are still required to report 20 minutes prior to school starting. Substitute teachers hired for a full day may be assigned other duties during this time. Please check with your school secretary during any free periods.

If you are late in arriving, the school will communicate with the District Office to determine the time you received the call. Notification of one hour before the class starting time is considered to be reasonable to allow time to travel from home to school provided you have prepared for a quick departure. Occasionally, you will be asked to respond to a "late call" (one received too late to allow the substitute to arrive on time). In this instance, the school will be notified of the fact you were called late.

Before You Arrive at the School

Much of the assignment's success will depend on what you bring to school in terms of attitude, preparation, organization, understanding and adaptability. Remember the positive effects on morale (of teacher and student) of good grooming and attractive appearance. Anticipate that there may not be a lesson plan. If not, you should have on hand basic lessons appropriate to the subject field and grade level. For this purpose, some substitute teachers:

- Keep kits of materials in their automobiles.
- Maintain file boxes or folders of materials by subject and/or grade level.
- Carry materials that they may need in a large bag, folder, notebook, or a brief case.

It is suggested that personal materials (especially books and records) be labeled with your name, address and phone number. Maintain a checklist of materials brought to the classroom to assist you in collecting them at the end of your assignment.

In the School Office

When you arrive, report to the school office, pick up keys, and a copy of any appropriate bulletins. Review information sheets that are available to substitute teachers in most school offices and relate to such matters as supervisory assignments, emergency drills and special events. Ask any necessary questions, such as the location of the restrooms. Ask for the name and location of the Department Chairperson. This person can assist you if you have questions regarding lesson plans.

Before Students Arrive

Locate the substitute folder (either on file in the main office, on the teacher's desk) which contains lesson plans, seating charts and perhaps special instructions that the regular teacher has prepared. Review homeroom announcements or other daily communications. Determine whether or not a co-teacher, student teacher, instructional assistant, or AVID tutor is assigned to the room; establish what your working relationship with him/her will be prior to the time class begins.

Determine the methods of taking attendance and record keeping.

Note how the plans for the day may be affected by the time and place of special activities, such as assemblies, pep rallies, emergency drills, or visits by special personnel, such as the nurse, or other support staff.

Locate necessary supplies. Open the windows and regulate the classroom temperature. Lock up your purse or valuables.

If time permits:

- Write assignments on the board
- Duplicate materials following school procedures
- Distribute necessary supplies
- Set up audio-visual equipment if its use is suggested in the teacher's lesson plan
-

Do as much as possible to avoid the need for asking questions of students. If more information is needed, seek the help of appropriate personnel. Get acquainted with neighboring teachers. They too will provide answers to questions that you may have. Determine established procedures for treatment of students who are not in the classroom during instructions. Find out which students must leave early for various reasons, such as to serve as cafeteria helpers. Learn their times of departure and return to the classroom. Determine how alternatives are appointed in the event those students who perform service functions are absent.

Beginning the Day

Introduce yourself. Explain that you will help the students continue their work while the regularly assigned teacher is absent. Explain that no two teachers or students do things in exactly the same way and that your procedures may vary in some ways from those used in the regular program.

Take attendance for the day. Checking can be performed quickly by using the seating chart. Changes should not be made on the permanent seating chart. Address questions to specific individuals to avoid individuals' simultaneous responses. Provide students with a brief overview of the day's work or class period, and establish expectations. Arrange for students to begin work at their seats as quickly as possible.

During the Day

Adhere to the regular program as closely as possible, and follow the plan provided by the regular teacher.

Plan a program for every part of the day, but be prepared to make changes as needed. Use good judgment in determining what is appropriate in a given situation.

Help students to review and reinforce basic skills rather than introduce new skills or concepts unless definite instructions have been received from the regular teacher or principal. Give one instruction at a time. Be clear, concise, and consistent. Follow through on instructions.

Monitor the class by circulating the classroom. Provide assistance to individual students or members of small groups as needed.

On the Alert

Be aware at all times of the Teacher's professional and legal responsibilities for the safety and welfare of students. Students are not to be left unattended in the classroom. In an emergency, arrange for another staff person to assist in order that your class will be supervised.

Make a quick check of attendance after each intermission in the day's activities.

Be aware at all times of the location of students in the class. Students should not be released during the school day to anyone, including parents and guardians, nor should they leave the premises without proper approval from the appropriate school office.

Refer requests from parents for any confidential information to the principal; or ask the parent to confer with the regularly assigned teacher. Leave a note for the teacher about the request. Send notes to parents only with the principal's approval.

Avoid keeping students after class or at the end of the day. (Check school policy regarding this practice). Students may not be dismissed prior to the end of the period. Do not allow students to leave class early.

Note that corporal punishment is not permitted in the San Dieguito Union High School District.

Note the presence of adults other than school employees, parents, or support personnel. Report any suspicious activity to the school office. Keep keys in your possession or in another safe place at all times. Students should not be given the responsibility of handling keys.

As previously stated, keep your purse and personal valuables in a secure place.

Ask for assistance from a qualified staff member whenever you are uncertain about what actions to take.

Before the Students Leave

Evaluate the activities of the class period with the students and review what they learned.

Provide sufficient time before dismissal for meeting housekeeping standards. Assure that the students leave the room in an orderly manner.

Dismiss students only at the scheduled end of the period.

In the Office or Teacher's Room

Remember that substitute teachers are welcome in the school. If you have constructive criticism that you would like to make, you should make it to the principal of the school.

Remember that a substitute teacher is accountable to the principal and should accept the terms of assignment or any changes in that assignment in a gracious manner.

Computer Use

Substitutes are not permitted to use district computers or computer labs for personal use. All substitutes are required to have an Acceptable Use policy on file at the District Office. (Form 4112.7/AR-1)

Before You Leave

Check any assignments that are left for the regularly assigned teacher.

Leave a note for the teacher which summarizes what has been accomplished and explain in detail the behavior of disruptive students

Return materials to their proper places. Leave an orderly desk and room.

Lock windows and doors.

To checkout, please report to the office, **to return keys** and other materials to be left there. Be sure that you have filled out and signed a time card so that you can be paid.

Evaluation

The teachers for whom you substitute are encouraged to evaluate you. You also are encouraged to evaluate the experiences you have as a substitute teacher. In order to make your experience as a substitute teacher meaningful and to ensure that the best possible conditions can exist for the substitute teachers, we encourage you to turn in an evaluation of your day.

Discipline

Substitute teachers who were asked about areas which they believed were of crucial importance to their effectiveness frequently mentioned behavioral problems. A day-to-day substitute teacher has no opportunity to become acquainted with the backgrounds of students or with the causes of misbehavior. It is recognized that a substitute teacher coming to school on a temporary basis may, therefore, find it difficult to maintain the higher levels of control (reasoning and democratic self-control). If, however, the substitute teacher thinks in terms of preventive control, good discipline will be easier to maintain. Preventive control can be achieved more readily when students are using their time in educationally desirable ways. A well-prepared, well-organized teacher who has interesting lessons planned can anticipate a far more successful assignment and fewer discipline problems than a teacher who is not fully prepared.

Values and Attitudes

Be aware of the fact that your attitude is communicated to students. Teachers need to respect the values and attitudes of students, whether there is agreement or not. When planning lessons, give attention to providing students with activities that encourage the development of respect for self and others.

Notice of Non-Responsibility

The San Dieguito Union High School District is not responsible for personal property of students or employees. Items such as clothing, electronics, equipment, vehicles or other personal property, if brought on school property, is at the owner's risk.



UNION HIGH SCHOOL DISTRICT

Board of Trustees

Michael Allman
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Superintendent

Anne L. Staffieri, Ed.D.

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Human Resources Division

Mary Anne Nuskin, Associate Superintendent
Fax (760) 943-3505

TO: Substitute Teachers

FROM: Human Resource

RE: Substitute Teacher Pay

Payroll checks are issued from the San Diego County Office of Education via the district payroll department on the last working day of each month.

Certificated substitutes are paid at the end of the month following the month the hours were worked. Timesheets are to be completed by you at each site you work, each time you work.

Full-Day vs, Half-Day Pay

As stated in the Substitute Teacher Information Packet, an assignment of three or more hours per day is considered a full-day. Any assignment under three hours is considered a half-day. When you accept a full-day assignment, you are required to be present at your assigned site the full-day. The arrival time for a full-day's assignment is 20 minutes prior to the start of the assigned school's schedule, not the start time of the assignment in SEMS. Substitute teachers hired and paid for a full-day may be assigned other related duties as part of the required work day. Please check with the school site administrative assistant for additional instructions during any free periods. This policy is in effect in spite of the times listed in the Substitute Employee Management System (SEMS) and the position. Failure to comply with this policy may result in termination.



San Dieguito Union High School District
Substitute Quick Reference Card

System Phone Number 760-452-8763

Help Desk Phone Number _____

Write your Password here _____

Write your Access ID here _____

Write your PIN here _____

Web Browser URL <https://sandieguito.eschoolsolutions.com>

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	4:00 - 10:00 pm
Saturday	None	None
Sunday	None	2:00 - 10:00 pm
Holidays	None	2:00 - 10:00 pm

DECLINE/CANCEL REASONS:

- 1 ILLNESS
- 2 PERSONAL REASONS
- 3 NOT COMF. W/ASSIGN
- 4 WORKING OTHER DIST
- 5 LACK OF CHILDCARE
- 6 LACK OF TRANSPORT
- 7 JURY/COURT DUTY
- 8 Working Another Assignment this District

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for interactions using the phone.

REGISTRATION

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.



5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **PIN** followed by the star (*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason from page 1 followed by the star (*) key
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the decline reason from page 1 followed by the star (*) key
PRESS 1 to Accept
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 2 - Hear Available Jobs
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 - Change PIN or Re-record Name
- 9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS

1. Hear assignment information
PRESS 1 to Repeat assignment



PRESS 2 to Accept assignment

PRESS 3 to Decline assignment

2. If you **pressed 3** to Decline assignment
Enter decline reason from page 1 followed by the star (*) key

CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
2. Enter new telephone number followed by the star (*) key.

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser <https://sandieguito.eschoolsolutions.com> and access the SmartFindExpress Sign In page. Enter your Access ID and PIN. You will be prompted to create a new password. Follow the New Password Requirements to create a password. After login using Access ID / Password you will be prompted to validate your email address and callback number.

FORGOT PASSWORD

The “Forgot Password?” link supports users who want to log into the system but have forgotten their Password. When this link is selected, the system displays the Password Reminder Request page. The user’s Access ID must be entered on this page. Instructions will be sent to the email address on your profile.

Note: *You must be registered with the system to use this option.*

PROFILE

Personal Information – Review profile status, address information, enter or change email address, change your password or PIN, View/Update callback number; specify a Do Not Call time or Block phone calls from SmartFind Express and Activate SMS Text Notifications if district allows.

My Acknowledge Notifications – Review Notification Acknowledgements

Notification Preferences – Select your Notification Preferences.

SCHEDULE

General

- **Modify an Availability Schedule**
 - Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
 - Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above

Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.



Classifications and Locations

- Review classifications and locations, you have chosen for assignments

Unavail Dates Tab

- **Create Unavailability Schedule**
 - Select the *New* button
 - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
 - Select the *All Day* check box or enter the time range in HH:MM am or pm format
 - Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time

Sub Auto Accept – if enabled by the district

- Select different criteria to determine which jobs you would like to accept automatically.
 - You will not receive a phone call.
 - An email must be included in your profile to receive confirmation of the accepted job.

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
 - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
 - Select the *Return to List button* to return to the job listing

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

**SIGN OUT AND WEB BROWSER INFORMATION**

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: *Do NOT use the browser's BACK button to navigate to screens.*

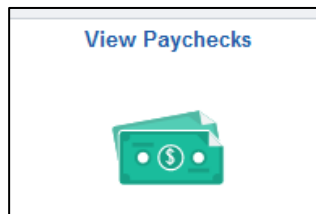
Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.

Viewing Your Paycheck in PeopleSoft Employee Self-Service (ESS)

Version 4.0 | Updated June 9, 2022

Quickly Locate Your Paycheck

1. Log in to Employee Self-Service. <https://ess.erp.sdcoc.net>
2. Click on Payroll and Compensation, then View Paycheck.



3. Click on any item in the table to see PDF of Paycheck.

Payroll and Compensation					Pay	
Paychecks						
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number		
03/30/2022	Supt of Schools San Diego Co	03/01/2022 03/31/2022	XXXX.XX	3295692	>	
02/28/2022	Supt of Schools San Diego Co	02/01/2022 02/28/2022	XXXX.XX	3250586	>	
01/31/2022	Supt of Schools San Diego Co	01/01/2022 01/31/2022	XXXX.XX	3206098	>	

Note: If Paycheck does not open, check that your pop-up blocker is turned off.

Supt of Schools San Diego Co 6401 Linda Vista Road San Diego, CA 92111-7319		Pay Group: 99M-SDCOE Paygroup Pay Begin Date: 06/01/2019 Pay End Date: 06/30/2019		Business Unit: 09900 Advice #: 000000001560250 Advice Date: 06/28/2019									
		Employee ID: Department: 300-Integrated Technology Services Location: SDCOE County Office - LV		TAX DATA: Federal CA State Marital Status: Allowances: Addl. Percent: Addl. Amount:									
HOURS AND EARNINGS													
TAXES													
Description		Rate	Current Units	Earnings	Units	Earnings	Description	Current	YTD				
Regular							Fed Withholding		12				
Retro Regular							Fed MED EE		13				
							Fed OASDI EE		32				
							CA Withholding		22				
TOTAL:			0.00		0.00	7	TOTAL:						
BEFORE-TAX DEDUCTIONS						AFTER-TAX DEDUCTIONS				EMPLOYER PAID BENEFITS			
Description		Current	YTD	Description		Current	YTD	Description		Current	YTD		
Medical Deductions Pre-Tax				COMET				Medical Deductions Pre-Tax					
403B				Amer Fidelity - Disability -AT				Dental Deduction After Tax					
PERS Deduction								Vision Deduction After Tax					
Amer Fidelity - Accident - BT								Life Insurance Deduction					
Amer Fidelity - Cancer - BT								Life Insurance Deduction*					

4. Continue to next page to view additional Paychecks or Close paycheck window and sign out.

- To see **Paychecks for a specific date range**, use the **filter icon** on the upper left corner of the screen. **Select date range** and **click Done**.



Payroll and Compensation Pay

Paychecks

Filter

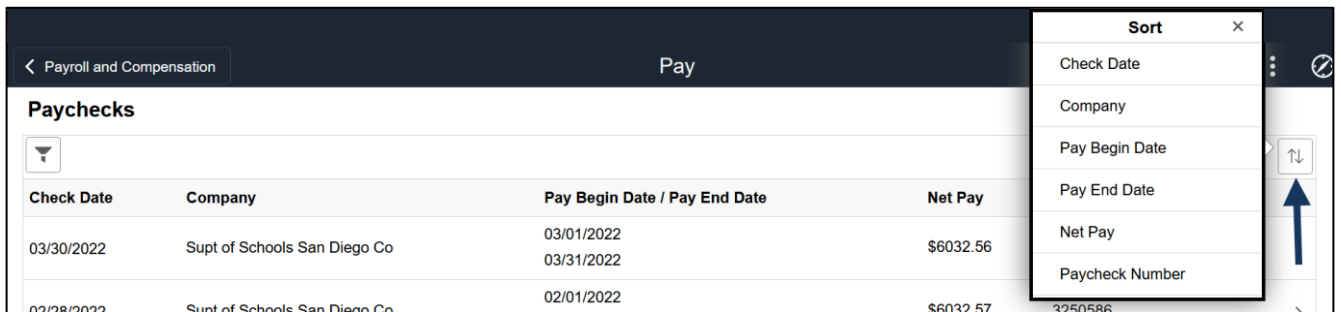
From 12/30/2021

To 03/30/2022

Cancel Done

Check Date	Company
03/30/2022	Supt of Schools San
02/28/2022	Supt of Schools San

- Click on the up and down arrows on the right side of screen to sort Paychecks.



Payroll and Compensation Pay

Paychecks

Sort

Check Date

Company

Pay Begin Date

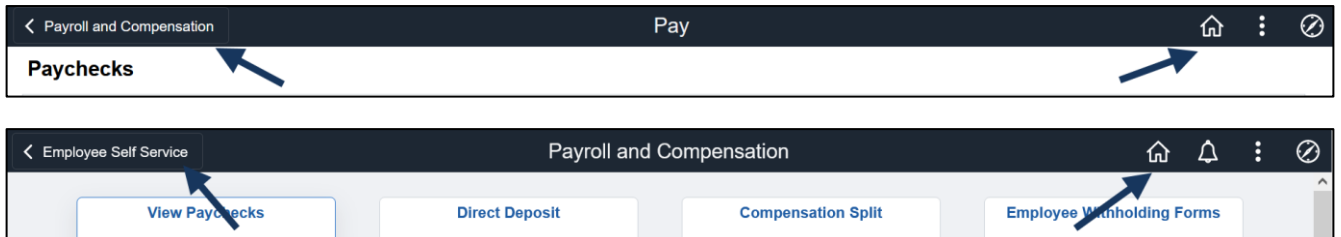
Pay End Date

Net Pay

Paycheck Number

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay
03/30/2022	Supt of Schools San Diego Co	03/01/2022 03/31/2022	\$6032.56
02/28/2022	Supt of Schools San Diego Co	02/01/2022	\$6032.57

- Refer to **How to Read Your PeopleSoft Paycheck** (p.3) for additional details.
- To return to homepage, click on Payroll Compensation > Employee Self-Service in upper left or Home icon in the upper right.



Payroll and Compensation Pay

Paychecks

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Employee Self-Service Payroll and Compensation

View Paychecks

Direct Deposit

Compensation Split

Employee Withholding Forms

Home

How to Read Your PeopleSoft Paycheck

Version 1.0 | January 27, 2015

Sample Paycheck

Here is a sample PeopleSoft paycheck stub. Descriptions of each area begin on the next page.

Public School District 1234 Main Street San Diego CA 92103		Pay Group: 17M-Jamul-Dulmura Union Pay Group Pay Begin Date: 11/01/2014 Pay End Date: 11/30/2014		Business Unit: 01700 Advice #: 000000000002315 Advice Date: 11/26/2014																																																																															
1A		1B		1C																																																																															
John Doe 123 State Street San Diego CA 92103		Employee ID: 123456 Department: 999-District Wide Location: Public School District		TAX DATA: Federal CA State Marital Status: Married H-of-H Allowances: 6 3 Addl. Percent: Addl. Amount:																																																																															
2		3																																																																																	
<table border="1"> <thead> <tr> <th colspan="7">HOURS AND EARNINGS</th> <th colspan="3">TAXES</th> </tr> <tr> <th rowspan="2">Description</th> <th colspan="2">Prior Period</th> <th rowspan="2">Rate</th> <th rowspan="2">Current Hours</th> <th rowspan="2">Earnings</th> <th rowspan="2">Hours</th> <th rowspan="2">Earnings</th> <th rowspan="2">Description</th> <th rowspan="2">Current</th> <th rowspan="2">YTD</th> </tr> <tr> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td></td> <td></td> <td></td> <td></td> <td>5,260.83</td> <td></td> <td>55,653.09</td> <td>Fed Withholding</td> <td>144.05</td> <td>1,944.31</td> </tr> <tr> <td>Equ Allow</td> <td></td> <td></td> <td></td> <td></td> <td>50.00</td> <td></td> <td>300.00</td> <td>Fed MED/EE</td> <td>70.13</td> <td>757.55</td> </tr> <tr> <td>Mileage</td> <td></td> <td></td> <td></td> <td></td> <td>150.00</td> <td></td> <td>1,650.00</td> <td>Fed OASDI/EE</td> <td>299.84</td> <td>3,239.17</td> </tr> <tr> <td>Cafe Cash</td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td></td> <td>640.00</td> <td>CA Withholding</td> <td>43.65</td> <td>614.52</td> </tr> <tr> <td colspan="7">TOTAL:</td> <td>0.00</td> <td>5,460.83</td> <td>0.00</td> <td>58,243.09</td> </tr> </tbody> </table>						HOURS AND EARNINGS							TAXES			Description	Prior Period		Rate	Current Hours	Earnings	Hours	Earnings	Description	Current	YTD	Begin Date	End Date	Regular					5,260.83		55,653.09	Fed Withholding	144.05	1,944.31	Equ Allow					50.00		300.00	Fed MED/EE	70.13	757.55	Mileage					150.00		1,650.00	Fed OASDI/EE	299.84	3,239.17	Cafe Cash					0.00		640.00	CA Withholding	43.65	614.52	TOTAL:							0.00	5,460.83	0.00	58,243.09
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Area	Description	Fields
1	Payroll Information <i>Consists of payroll information.</i>	A. Employer name and business address B. Pay Group: M (Salaried Employee), P (Hourly Employee) R (Retired Employee) C. Pay Begin Date and Pay End Date: The current monthly payroll cycle D. Business Unit: The school district's identifier within San Diego County E. Advice Number: The number assigned to the employee's pay advice, similar to a check number F. Advice Date: The date the funds are available
2	Employee Information <i>Displays employee information.</i>	G. Employee Name: The name of the employee H. Employee Address: The address of the employee I. Employee ID: The employee's issued employee identification number J. Department: The employee's primary department K. Location: The employee's primary location
3	Tax Data <i>Shows what the employee has designated for federal and state taxes, which determines how much Federal and California state taxes are withheld from a paycheck.</i>	L. Marital Status: Marital status of the employee for tax withholding purposes M. Allowances: Withholding allowances selected for Federal and State N. Addl Percent and Addl Amount: Additional withholdings
4	Hours and Earnings <i>Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.</i>	O. Regular monthly base salary: Includes base pay and any extra pay for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc. See Compensation Split (p.6) for further explanations P. Additional Pays: Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance, etc., are individually identified and listed separately -See Compensation Split (p.6) for examples -See Earnings Code Descriptions (p. 9) for explanation of abbreviations.
5	Taxes <i>Shows how much is being withheld for taxes.</i>	Q. Fed Withholding: Federal income tax withheld R. Fed MED/EE: Employee portion of Medicare S. Fed OASDI/EE: Employee's portion of Social Security
6	Before and After Tax Deductions <i>Shows the before and after tax deductions.</i>	T. Before Tax Deductions: Items listed in this box are taken from the employee's gross wages before taxes, these deductions reduce the Federal taxable wages and therefore the employee's tax withholding U. After Tax Deductions: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages

Area	Description	Fields
7	Employer Paid Benefits <i>Shows employer paid benefits.</i>	V. If any amounts are included as taxable income, they will be indicated with an asterisk.
8	Paycheck Summary <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.</i>	W. The Current row refers to gross pay less current deductions. The YTD row refers to the total gross received for the calendar year and includes the current amount. X. Total Gross: The gross pay received Y. Fed Taxable Gross: Gross pay minus any pre-pay deductions Z. Total Taxes: The total of Federal and State withholdings AA. Total Deductions: The total of the before tax and after tax deductions BB. Net Pay: The gross pay less deductions and tax withholdings paid to the employee
9	Absences Balances <i>Shows your absence balances for vacation, sick, personal necessity, and personal business.</i>	CC. Balances are displayed in hours.
10	Net Pay Distribution <i>Shows net earnings for the pay period.</i>	DD. If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown

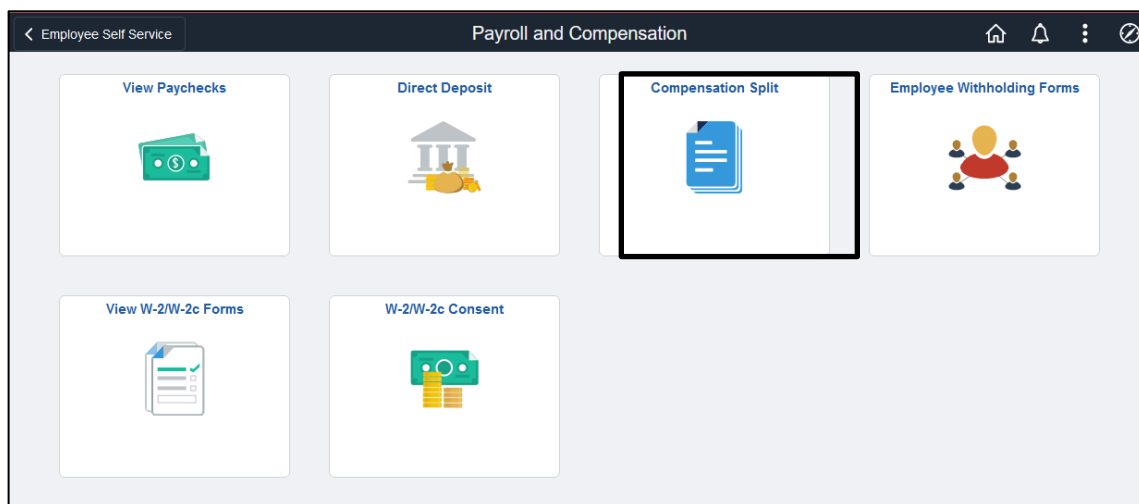
Compensation Split

After a paycheck is available, use the Compensation Split page to view your earnings in greater detail. Multiple Components of Pay (MCOPs), additional pays, stipends, payroll earnings, and items which add to the total gross are listed as line items with corresponding values.

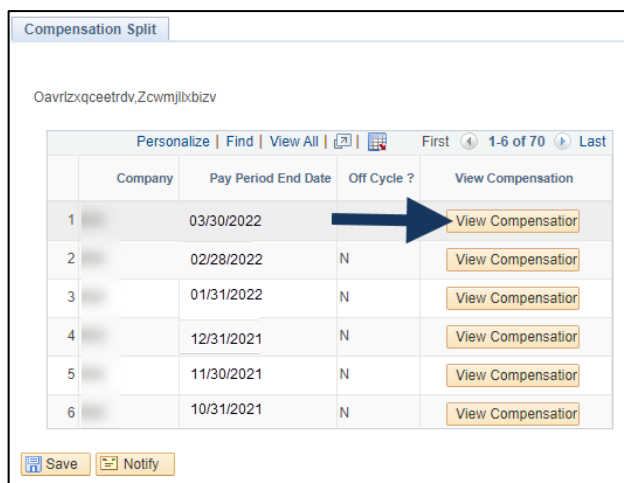
1. In Employee Self Service, click the Payroll and Compensation tile



2. Click on Compensation Split tile.



3. Click **View Compensation** for the Pay Period you want to review.



4. Click **Pay Period End Date** to sort in reverse order or click View All to see all checks.

Compensation Split

Oavrlzxqceetrdv,Zcwmjlkxbizv

Personalize | Find | View All | [Print] | [Calendar] | First 1-6 of 70 Last

	Company	Pay Period End Date	Off Cycle ?	View Compensation
1		03/30/2022	N	View Compensation
2		02/28/2022	N	View Compensation
3		01/31/2022	N	View Compensation
4		12/31/2021	N	View Compensation
5		11/30/2021	N	View Compensation
6		10/31/2021	N	View Compensation

Save Notify

5. **Multiple compensation information** screen displays your earnings in greater details.

Example 1: LONG% (Longevity)

Line 1 (LONG%) + Line 2 (Month) = Line 3 (Gross)

Personalize | Find | View All | [Print] | [Calendar] | First 1-3 of 3 Last

	Comp Rate Code	Comp Rate		
1	LONG%	216.915459	+	-
2	Month	6197.584541	+	-
3	Gross	6414.500000	+	-

Example 2: CFC (Cafe-Plan Cash)

Line 1 (CFC) + Line 2 (Month) = Line 3 (Gross)

Personalize | Find | View All | [Print] | [Calendar] | First 1-3 of 3 Last

	Comp Rate Code	Comp Rate		
1	CFC	120.000000	+	-
2	Month	7368.970000	+	-
3	Gross	7488.970000	+	-

Example 3: BILS\$ (Bilingual Stipend) & HRL (Payroll Hourly Earnings Code)

Line 1 (BILS\$) + Line 2 (HRL) + Line 3 (Month) = Line 4 (Gross)

Personalize | Find | View 3 | [Print] | [Calendar] | First 1-4 of 4 Last

	Comp Rate Code	Comp Rate		
1	BILS\$	41.669980	+	-
2	HRL	429.000000	+	-
3	Month	7043.580020	+	-
4	Gross	7514.250000	+	-

Example 4: No multiple compensation information

Line 1 (Month) = Line 2 (Gross)

Personalize Find View All  		First  1-2 of 2  Last	
Comp Rate Code	Comp Rate		
1 Month	4152.920000		
2 Gross	4152.920000		

Notes: A paycheck must be present to view data pertaining to the processed pay period.

Earnings Code Descriptions

Version 3.0 | March 4, 2021

This list shows the descriptions for earnings codes that may appear on employees' paychecks. NOTE: Not all organizations use all of these codes. Please contact your organization's Payroll Department for more information.

1. ATO – Auto Allowance	47. H25 - Holiday/2.5	89. PNR - PAR-Without Release
2. BIL – Bilingual Stipend	48. HNR - Dept Head Without Release	90. PPD - Performance Pay-DBS
3. BIN – Bil Stipend-No Credible STRS	49. HPP - Holiday Pay-PERS	91. PPS - Performance Pay-STRS
4. BND – Band	50. HRE - Exception Hourly	92. PPW - PERS-PEPRA Subject Wages
5. BNI - Benefit Incentive	51. HRL - Hourly	93. PSW - PERS Subject Wages
6. BNR - BTSA-Without Release	52. HSA - Housing Allowance	94. PUA - PERS Only Uniform Allowance
7. BPA - Back Pay Award	53. HWR - Dept Head With Release	95. PWR - PAR-With Release
8. BUS - School Bus Driver	54. HZP - Hazard Premium	96. RAP – Retro Applicator's Differential
9. BWR - BTSA-With Release	55. IBO - Insurance Buy Out	97. RBD – Retro Band
10. C15 – COMP TIME 1.5	56. INS - Inservice Workshop	98. RBI – Retro Bilingual Stipend
11. CBS - Certificated Bonus-DBS	57. JDA - Jury Duty Allowance	99. RBN – Retro BTSA-Without Release
12. CF2 - Café-Plan Cash 2	58. JDO - Jury Duty Offset	100. RBU – Retro School Bus Driver
13. CF3 - Discretionary Funds	59. L10 - Exception Houly Longevity 10%	101. RBW – Retro BTSA-With Release
14. CF4 - District Paid Benefit	60. L12 - Exception Hrly Longevity 12.5%	102. RCN – Retro Confidential Classified
15. CFC - Café-Plan Cash	61. L25 - Exception Hrly Longevity 2.5%	103. RCO – Retro Coaching Overtime
16. CMP - Comp Time	62. L50 - Exception Hrly Longevity 5.0%	104. RCP – Retro Water Certification Prem
17. CNC - Confidential Classified	63. L75 - Exception Hrly Longevity 7.50%	105. RCS – Retro Credential Stipend
18. COT - Coaching Overtime	64. LEE – Ldrshp Effctv Ed Prg (LEEP)	106. RDL – Retro Daily
19. CP2 – COMP TIME 2.0	65. LIC - LRT/Internet Class	107. RDN – Retro 01/01/1901
20. CPO - Comp Pay Off	66. LNG - Longevity	108. RDR – Retro Doctorial Stipend
21. CPW – Water Certification Premium	67. LTR - Lead Teacher	109. RDS – Reading Stipend
22. CST - Credential Stipend	68. LWH - Leave without Pay Hourly	110. RDT – Retro Driving Stipend
23. CV2 – FFCRA COVID Rptbl \$200 Cap	69. LWP - Leave Without Pay	111. RDW – Retro Dept Head With Release
24. CV5 – FFCRA COVID Rptbl \$511 Cap	70. MEC - Mechanical Premium	112. REG – Regular
25. DBW - STRS Defined Benefit Wages	71. MIL - Mileage Allowance	113. REI – Retro Education Incentive-PER
26. DLY - Daily	72. MPP - Military Pay PERS	114. REO – Retro Exception Hrly Out of CI
27. DPB - District Paid Benefits	73. MSS - Master Stipend	115. REX – Retro Extended Day STRS
28. DRT - Driver Training	74. MTE – Master Teacher Stipend	116. RFR – Retro Friday Rate
29. DST - Doctorial Stipend	75. MTS - Math Stipend	117. RH1 – Retro Holiday/1.0
30. DTS – Difficult to Staff - Cert	76. O25 - Overtime 2.5	118. RH2 – Retro Holiday/2.5
31. EAP - Educational Assistance Plan	77. OC5 - Exception Hrly Out of Class 5%	119. RH5 – Retro Holiday/1.5
32. EAW - Employee Award	78. ODS - OTH Degree Stipend	120. RHD – Retro Holiday/Double
33. ECP – Ed Code Payout	79. OFN - Off Schedule Without PERS	121. RHE – Retro Exception Hourly
34. EDS - Extended Day STRS	80. OLC - Overload-C.C.	122. RHN – Retro Dept Head Without Release
35. EFL – Emergency Family Leave	81. ONS - Overnight Stipend	123. RHP – Retro Holiday Pay-PERS
36. EIP - Educational Incentive-PERS	82. OOC - Out of Class	124. RHR – Retro Hourly
37. ENR – Earnings No Retirement	83. OSP - Off Schedule Pay PERS	125. RHZ – Retro Hazard Premium
38. EQA - Equipment Allowance	84. OSS - Off Schedule Pay STRS-DBS	126. RIC – Retro LRT/Internet Class
39. EXA - Expense Allowance	85. OT1 - Overtime/Straight	127. RIN – Retro Inservice Workshop
40. FRX - Friday Rate	86. OT2 - Overtime/Double	128. RLC – Retro Overload-C.C.
41. FXC - Flex Credit Earnings	87. OT5 - Overtime/One and Half	129. RLN – Retro Longevity
42. GLM - Massage License	88. PEW - PERS EPMC Subject Wages	130. RLT – Retro Lead Teacher
43. GLN - Nursing License		
44. H1 - Holiday/1.0		
45. H15 – Holiday/1.5		
46. H2 - Holiday/Double		

- | | | |
|---|---|--|
| 131. RML – Retro Massage License | 154. RTB - Retiree with ER Benefits | 174. SPC - Special Programs-
Certificated |
| 132. RMP – Retro Mechanical Premium | 155. RTM – Retro Master Teacher
Stipend | 175. SPO - Sick Leave Pay Off |
| 133. RMS – Retro Master Stipend | 156. RTP – Retro Temporary Upgrade | 176. SPW - STRS-PEPRA Subject
Wages |
| 134. RMT – Retro Math Stipend | 157. RTS – Retro Teacher Staff
Development | 177. SRP - Salary Repayment |
| 135. RNC - Retirement Incentive | 158. RTT – Retro Teacher TR-#STDNT | 178. SRW - STRS Red Workload
Subject Wage |
| 136. RNL – Retro Nursing License | 159. RTU – Retro Teacher TR-Uniform | 179. SSW - STRS Subject Wages |
| 137. RNS – Retro Not Subject to
Retirement | 160. RUA – Retro Uniform AL-PERS | 180. STP - Site Pay |
| 138. RO2 – Retro Overtime 2.5 | 161. RUN – Retro Unit Stipend \$ | 181. TBN - Term'd w Benefits-Dedn
Offset |
| 139. ROD – Retro OTH Degree Stipend | 162. RXC – Retro Xtra Curr Activity-
Class | 182. TIM – Time Administration Only |
| 140. RON – Retro Overnight Stipend | 163. RXR – Retro Xtra Curr Activity-
Cert | 183. TMP - Termination Pay |
| 141. ROO – Retro Out of Class | 164. SAP – St Match CSE Summer
Asst Prog | 184. TSD - Teacher Staff Development |
| 142. RPN – Retro PAR-Without
Release | 165. SCP – School Closure Premium | 185. TTS - Teacher TR-#STDNT |
| 143. RPW - PERS Retiree Subject
Wages | 166. SCW - STRS Cash Balance Sub
Wages | 186. TTU - Teacher TR-Uniform |
| 144. RRD – Retro Reading Stipend | 167. SDL - Shift Differential Lump Sum | 187. TUP – Temporary Upgrade Pay |
| 145. RRG Retro Regular | 168. SDP – Severely Disabled
Premium | 188. TWP - Term With Pay |
| 146. RRP - Retro Pay | 169. SKD - Sick Differential | 189. UAP - Uniform AL-PERS |
| 147. RSD – Retro Shift Differential
Lump | 170. SLA - Negative Sick Leave
Adjustment | 190. UAS - Uniform AL-STRS |
| 148. RSP – Retro Severely Disables
Prem | 171. SLH - Neg Sick Adjustment -
Hourly | 191. UNT - Unit Stipend \$ |
| 149. RST – Retro Site Pay | 172. SLP - SICKLVINC PERS | 192. VPO - Vacation Pay Off |
| 150. RSW - STRS Retiree Subject
Wage | 173. SLS - SICKLVINC STRS | 193. VPS - Vacation Pay Off, Suppl
Tax |
| 151. RT1 – Retro Overtime/Straight | | 194. XAC - Xtra Curr Activity-Classified |
| 152. RT2 – Retro Overtime/Double | | 195. XAR - Xtra Curr Activity-Cert |
| 153. RT5 – Retro Overtime/One and
Half | | 196. YRE - Y-Rated Earnings |
| | | 197. ZER - Zero Earnings for AM |

**Board of Trustees**

Michael Allman
Phan Anderson
Jane Lea Smith
Rimga Viskanta
Jodie Williams

Superintendent

Anne L. Staffieri, Ed.D.

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Educational Services

Bryan Marcus, Associate Superintendent

“R” Rated Video Policy**2025-2026**

The district limits the showing of “R” rated films/videos to grades 9-12 only. No “R” rated film/video will be shown without first being approved by the subject area academic committee, Coordinating Council, and the Parent Curriculum Advisory Committee. “G” and “PG” (grades 7 & 8) rated films may be shown at any time and do not need parent permission slips. “PG-13” (grades 7 & 8) and “R” (grades 9-12) rated films require that the teacher provide notice to parents a minimum of seven days prior to the showing of the film and allow only students with signed permission slips to view the video/film. Copies of recommended permission slips are available in the site principal’s office.

All videos/ movies should be directly related to course objectives and standards.

A current list of approved “R” rated videos and the courses in which they may be shown is listed below. It should be noted that films listed will not necessarily be shown in every course for which they are approved. Please remember that the “Approved” list still requires parent permission.

Title

Beyond Silence

Children of a Lesser God

Con Ganas de Triunfar

El Norte

María, Full of Grace

Milagro Bean Field

The Mambo Kings (edited version)

The Motorcycle Diaries

Zoot Suit

Course

American Sign Language

American Sign Language

Spanish for Spanish Speakers

Spanish I and II

Spanish IV and V

Spanish III

Spanish II

Spanish III

Spanish III

Das Boot	U.S. History & Geography
El Norte	U.S. History & Geography
Glory	U.S. History & Geography
One Flew Over the Cuckoo's Nest	Psychology/ Sociology, English 11, Eng.11 Honors
Rain Man	Psychology/ Sociology
Roger and Me	Economics (All)
The Cotton Club	U.S. History & Geography
The Killing Fields	World History/ U.S. History
Schindler's List	World History/ U.S. History, Film Studies
Woodstock	U.S. History & Geography
Alive	ESL III
Apocalypse Now	English 12
Bowling for Columbine	English 11
Equus	English 12
Frankenstein	English 12
Guilty by Suspicion	English 11 Honors
Hamlet (Mel Gibson)	English 12
Macbeth (Roman Polanski)	English 12
Ordinary People	English 10
Patch of Blue	English 9
Roger and Me	English 11
Shakespeare in Love	English 9
(Beginning and concluding scenes only)	
Six Degrees of Separation	English 10
(5 minute excerpt only)	
Stand By Me	English 11
The Emerald Forest	English 10
Crash	Video Film
Little Miss Sunshine	Video Film
American Beauty	Video Film
Saving Private Ryan	Video Film
Braveheart	Video Film7/16/2024
China Town	Video Film

Run, Lola, Run	Video Film
The Matrix	Video Film
Breakfast Club	Video Film
Tombstone	Video Film
Mississippi Burning	Video Film
Cinema Paradiso	Video Film
Blade Runner	Film and Society
The Terminator	Film and Society
Butterfly	Spanish III-IV
No	Spanish IV-V-AP
Cinco de Mayo: La Batalla	Spanish IV
La Historia Oficial	Spanish III-AP
Pan's Labyrinth	Spanish V-AP
<i>Shawshank Redemption</i>	<i>Film and Society 1/2</i>
<i>Her</i>	<i>Film and Society 1/2</i>
<i>Get Out</i>	<i>Film and Society 1/2</i>
<i>Fight Club</i>	<i>Film and Society 1/2</i>
<i>Eternal Sunshine of the Spotless Mind</i>	<i>Film and Society 1/2</i>
<i>Black Klansman</i>	<i>Film and Society 1/2</i>
<i>The Tragedy of Macbeth (2021)</i>	<i>English 12</i>

S.D.U.H.S.D. Certificated Substitute Handbook Guidelines Agreement

I have received and read a copy of the ***San Dieguito Union High School District Certificated Substitute Handbook***, and I agree to abide by the guidelines described therein.

Name (printed)

Signature

Date