

Compensation and Authorizing Payment for Emergency Class Coverage

The class coverage online payroll screens will be used to authorize the employee for payment and to approve the amount of the payment for each biweekly pay period. The Payroll Authorization Form for the Emergency Class Coverage Program must be provided. This form requires the name of the absent teacher, date, and substitute calling system number. In addition, the form uses the school's schedule to list the names of the teachers providing the coverage. For example, for a secondary school with seven periods, enter the period of the day that the teacher provided coverage for the absent teacher. In addition, the teacher who provided the coverage needs to sign the form verifying that the teacher provided the coverage and did not receive planning time during the day. This authorization, along with the principal's signature, is required because this is the official payroll record of the school. As with other payroll records, these completed forms need to be maintained in the school for three years.

Authorization for emergency class coverage payment is reported as class coverage on the online payroll screen, as follows:

1. Select "class coverage" by placing an X on the payroll attendance selection screen (MM60.1) in the FC box next to class coverage.
2. Click the detail button at the bottom of the screen and either press enter or click the inquire icon.
3. Enter the employee ID of the person who worked the class coverage in the box labeled "sub teacher."
4. Highlight the position box and, using the down arrow, select the appropriate position for the employee.
5. After you have selected the position, press the inquire button (third button from the left at the top). Do not press enter.
6. In the FC box, place an A if this is the first time you have entered information for this employee or a C if you are changing what you have already entered. Use D for delete if you want to remove all information on the employee.
7. Enter CLC in the pay code box.
8. Enter the date the class coverage occurred. If multiple days, you must enter each date separately.
9. Enter the number "1" for each day the employee provided class coverage in the hours box.
10. Enter an H or S under the Sed/HSt box if the absent teacher is a Head Start teacher or a special education teacher.
11. Enter the ID for the absent teacher in the teacher employee ID box. This should be for whom the class coverage was done.
12. Enter the Sub Systems Job ID in the box labeled Sub Sys Job ID.
13. When you are finished entering the information for that employee, click the add icon.
14. Repeat the above instructions until all employees are added.
15. When completed, release the attendance.