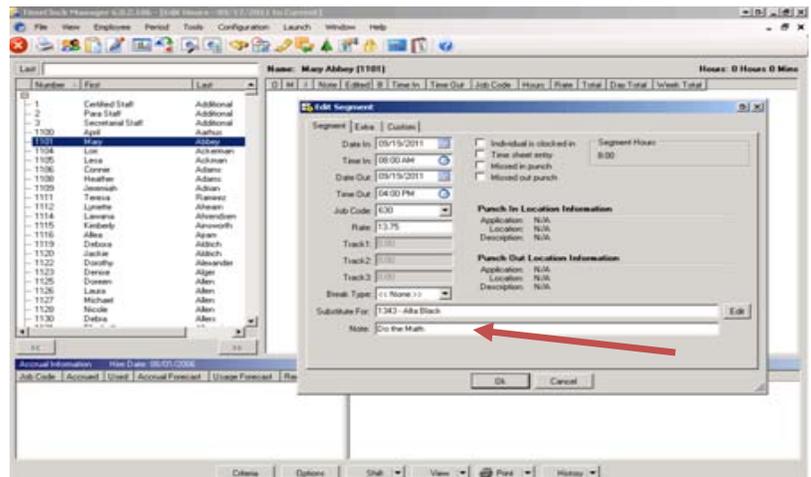


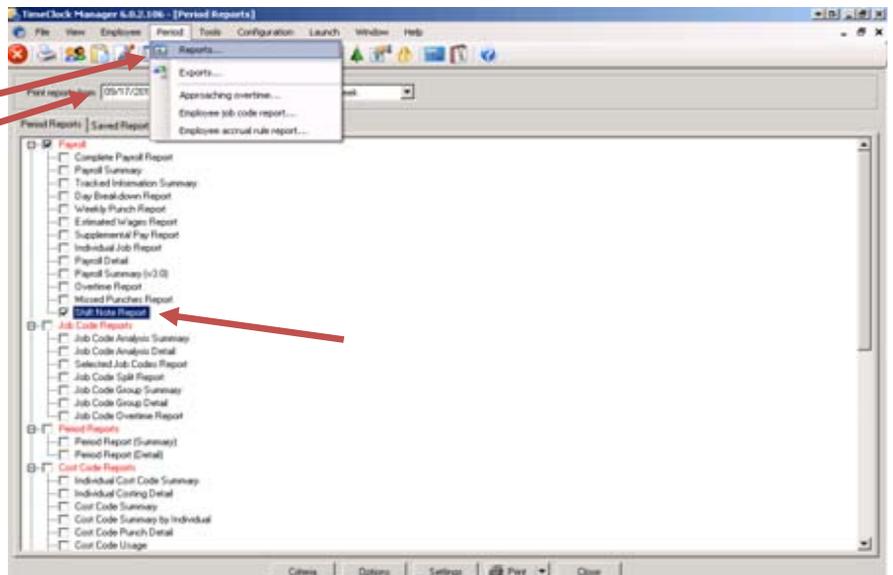
Instructions for Entering Rate and Account Numbers for Substitute Teachers and Para's on the Electronic Time System with Special Funding Sources and Bill Backs.

1. Substitute will clock in using the building sub job code and select the employee they are subbing for or additional staff member. This process will not change for the substitute.
2. Department secretary will send out communication stating the description of the service or code to be used in the notes section of the substitutes segment by the building secretary. The building secretary will need to enter the description or code on each segment the substitute is to be coded to the special funding. The segments still need to be approved by the building in which they subbed. The building secretary will need to send an email to the department secretary listing the employees that needs to have rates and account numbers assigned.

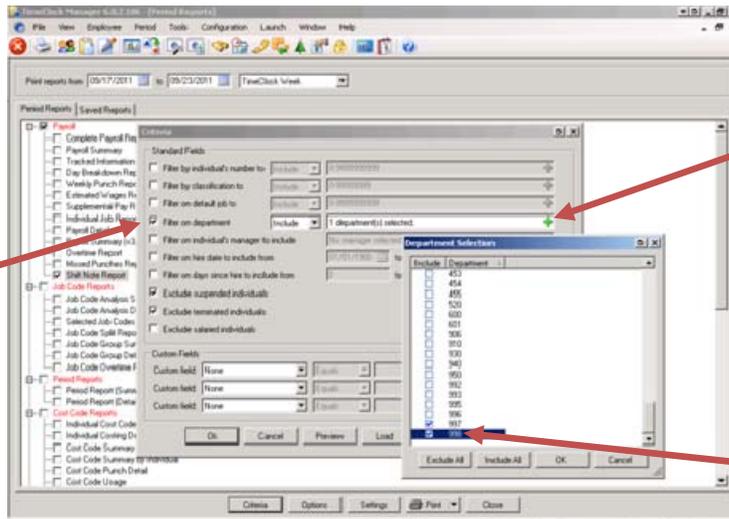
For bill backs (account numbers ending in 895) in the notes section type in Bill back and type the name and address of the person or entity that is to be billed.
 Ex. Notes: Bill back– John Doe 123 1st St. Cedar Rapids IA 52404



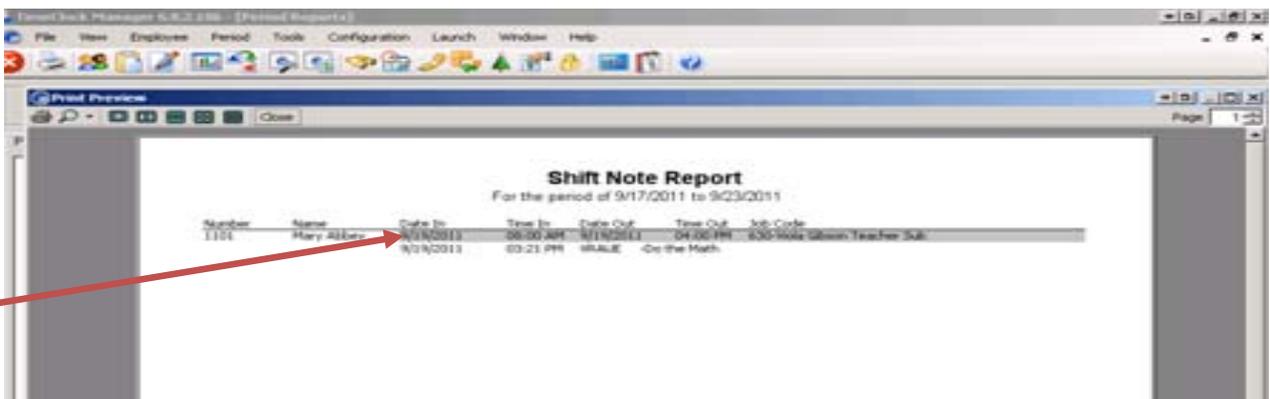
3. This will enable the department secretary to run a Shift Note Report under Period>Reports by checking the box next to Shift Note Report and selecting the date range to run the report for.



- The department secretary will be able to select the criteria for the type of employee they are inquiring about, either the teacher sub 998 or Para sub 997, by selecting Filter on Department, clicking the green plus sign and checking the box next to the departments they want to view in their report.



- Once the criteria has been set the report can be printed for the department secretary to enter the rate and account number. The line containing the employees name will have the date and time the substitute will be charged to the special funding.



- The department secretary will need to identify the employees that need the rate and account numbers that require editing. Click on the employee edit hours icon and double click on the employee(s) and segments that need the rate and account number. The account number is located under the Custom tab. You need to double click in the box next to the Account Number title in order to be able to type in it. The account number needs to be entered as the numbers only, no alpha or dashes.

