

Process: Electronic Time Sheet Entry for Instructional Support Techs/Instructional Techs who Substitute

Overview of Electronic Time Sheet Entry for Instructional Support Techs/Instructional Techs (IST/IT) who Substitute

Purpose: To ensure accuracy of electronic timesheets for Instructional Support Techs/Instructional Techs who are authorized to substitute.

Coordination: School payroll support staff and IST/IT supervisors.

Beginning of Process:

Leave requests, which includes the substitutes' names, are pulled by the payroll support staff daily from the school leave folder.

End of Process:

Electronic timesheet is approved by the supervisor.

Definitions:

- A. **On IST/IT Time** – substituting during normal scheduled work hours.
- B. **Off IST/IT Time** – substituting during time not scheduled to work (i.e., normal work schedule – 7:30-4:30, substitute request is from 4:30-5:30)
- C. **Proxy** – the proxy function allows a supervisor to share their rights with another user for a designated task. Payroll coordinator will have proxy rights for viewing only.
- D. **Hours Worked** – actual hours worked.
- E. **Equal Pay Hours** – Scheduled hours off from September 1 – August 31, in order to not exceed 1,920 hours.
- F. **Sick Leave** – Hours submitted for illnesses or medical appointments.
- G. **Personal Leave** – Pre-approved hours submitted for non-medical leave.

Appendices:

- A. Time Entry for Instructional Support Staff tutorial – located in “my CNM”, Employees Tab, Tutorials

Forms:

- A. CNM Leave Request Authorization
- B. Paper Timesheet (alternative)

Process:

1. Instructor requesting leave will submit a leave request to “my CNM”.
2. Payroll coordinator verifies substitute request.
3. Payroll coordinator will check the requested IST/IT's work and class schedule.

4. Instructor's and IST/IT's schedules are compared.
5. Payroll coordinator forwards the leave request email to the substitute, copies the instructor that submitted the leave, and the supervisor.
6. Once substitute completes assignment, they will reply to "all" on the email to confirm completion. Sample email:

REPLY TO ALL:

Please send this confirmation back AFTER you have completed the subbing on May 19, 2014 for 5.0 hours of substitution pay (4 hours on-tech time & 1 hour off tech time), stating that you have subbed for the class(es).

Class Info: M 12pm-5:00pm CULN-1112-101 Substitute: John Doe 5.0

Thank You!

7. Payroll coordinator will give copy of email to the approver or their proxy.
8. Approver or proxy will use this information to verify the hours on the electronic timesheet have been entered correctly and to submit approval.

Approver or proxy will log into the CNM website, "my CNM", Employee tab, Time Entry for Employees, hit select twice and verify time entered.
9. Approver or proxy can return or change record with any corrections.
10. Payroll distributes a Supervisor Distribution Report via email and payroll coordinator receives a paper copy and verifies IST/IT was paid appropriately.

Review

1. Payroll coordinator forwards the leave request email to the substitute, copies the instructor that submitted the leave, and the supervisor.
2. Supervisor Distribution Report is checked by the supervisor and payroll coordinator for accuracy.

Activity Tracked

Confirmation from the sub that assignment was completed.
Approver or proxy verified information on the Electronic Timesheet.

Closure

Time is approved

End of Process