
SUBSTITUTE TIMESHEETS (PAY-W003)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is used to distribute and enter substitute timesheets into Escape.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

- 4.1 When substitute timesheets are received by the Payroll Services Department, they are delivered to the Budget Department to be coded so the employees can be paid for time worked.
- 4.2 CDR – Contract Daily Rate
- 4.3 M2 – Mid-month pay cycle for Certificated employees
- 4.4 M3 – Mid-month pay cycle for Classified employees
- 4.5 Add-on – The coding that is used to pay for a particular job.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

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