DUVAL COUNTY SCHOOL BOARD
TIMESHEET FOR TEACHERS RECEIVING COMPENSATION
IN THE ABSENCE OF A SUBSTITUTE
$\qquad$
Employee Name:
Org Unit/RC: $\qquad$

PN\#: $\qquad$
Date: $\qquad$

| A/A TYPE | DATE | INDICATE PLANNING <br> PRRRIID (P/P) <br> REG CLASS (R/C) | PNOF <br> ABSNT <br> TEACHER | NAME of ABSENT TEACHER | ESS SUB SYSTEM <br> CONFIMMATION <br> NUMBER | NUMBER <br> of UNITS |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

** .5 unit (less than full day), 1 unit (for planning period and/or regular class coverage)**(Max 2 units per day)**

| A/A type | Type of School | Description |
| :---: | :--- | :--- |
| ML60 | Secondary Schools, 4 period day | 90 min classes |
| ML61 | Secondary Schools, 5 period | 71 min classes |
| ML62 | Secondary Schools, 5 period day | 63 min classes (K-8) |
| ML63 | Alternative Schools, 4 period day | 90 min classes |

**For Elem/Alter schools, key only 1 unit per day (even for $1 / 2$ day). See below**(Max 1 unit per day) ${ }^{\star *}$

| A/A type | Type of School | Description |
| :---: | :--- | :--- |
| ML64 | Elementary/Alternative, divided by 4 teachers | full day |
| ML65 | Elementary/Alternative, divided by 4 teachers | half day |

I hereby certify that the above information is a true statement and further, that the payment is due for the total units.

[^0]
## INSTRUCTIONS AND EXAMPLES

## When filling out the chart:

1. Use the A/A type that matches the type of school that you are at.
2. The date that you subbed.
3. Indicate $\mathrm{P} / \mathrm{P}$ for planning period and/or R/C for regular class time.
4. Write in the PN for the teacher that you are subbing for.
5. Write in the name of the teacher that you are subbing for.
6. Write in the confirmation number from ESS (subs) that showed that you put in for a sub on that day.
7. Then number of units.

## Examples:

## \#1

T'T

| A/A TYPE | DATE | INDICATE <br> PLANNING <br> PERIOD (P/P) <br> OR REG CLASS <br> (R/C) | PN OF <br> ABSENT <br> TEACHER | NAME OF ABSENT TEACHER | ESS SUB SYSTEM <br> CONFIRMATION <br> NUMBER | NUMBER <br> OF <br> UNITS |
| :--- | :--- | :---: | :---: | :--- | :---: | :---: |
| ML60 | $8 / 8 / 22$ | P/P | 1234 | Joe Smith |  |  |
| ML60 | $8 / 8 / 22$ | R/C | 1234 | Joe Smith | 123456 | 1 |

This tells me that Joe Smith was out all day from his secondary school that has 4 periods (ML60), and I covered all of his classes during my regular classes (1 unit) and during my planning period (1 unit). So it would be keyed in for 2 units (which is the max per day for secondary).
\#2

| A/A TYPE | DATE | INDICATE PLANNING PERIOD (P/P) OR REG CLASS (R/C) | PN OF ABSENT <br> TEACHER | NAME OF ABSENT TEACHER | ESS SUB SYSTEM CONFIRMATION NUMBER | $\begin{gathered} \text { NUMBER } \\ \text { OF } \\ \text { UNITS } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ML60 | 8/8/22 | R/C | 1234 | Joe Smith | 123456 | . 5 |

This tells me that Joe Smith was out less that a full day from his secondary school that has 4 periods (ML60), and I covered his classes during my regular classes. So it would be keyed in for .5 units.

## \#3

| A/A TYPE | DATE | INDICATE <br> PLANNING <br> PERIOD (P/P) <br> OR REG CLASS <br> (R/C) | PN OF <br> ABSENT <br> TEACHER | NAME OF ABSENT TEACHER |  | ESS SUB SYSTEM <br> CONFIRMATION <br> NUMBER |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |

This tells me that Joe Smith was out a full day from his elementary school and his class was split by 4 teachers (ML64). So it would be keyed in for 1 unit.

## \#4

| A/A TYPE | DATE | INDICATE <br> PLANNING <br> PERIOD (P/P) <br> OR REG CLASS <br> (R/C) | PN OF <br> ABSENT <br> TEACHER | NAME OF ABSENT TEACHER | ESS SUB SYSTEM <br> CONFIRMATION <br> NUMBER | NUMBER <br> OF <br> UNITS |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |
|  |  | R/C | 1234 | Joe Smith |  |  |
| ML65 | $8 / 8 / 22$ |  |  |  |  |  |

This tells me that Joe Smith was out half of the day from his elementary school and his class was split by 4 teachers (ML65). So it would be keyed in for 1 unit.

| Att Type | Text |
| :--- | :--- |
| ML60 | $4-90$ min hrly 1.5 |
| ML61 | $5-71$ min hrly 1.18 |
| ML62 | $5-63$ min K-8 hrly <br> 1.05 |
| ML63 | Alt 4-90 min hrly 1.5 |
| ML64 | E/A 4 tch 90 min hrly <br> 1.5 |
| ML65 | E/A 4 tch 45 min hrly <br> .75 |

Returning back to the examples, this is how the payments are calculated in the background. Let's say that I make \$30/hr.

1. I have earned 2 units, so for this $A / A$ type it is my hourly rate times 1.5. $\$ 30 / \mathrm{hr}$ times 1.5 times 2 units = $\$ 90.00$
2. I have earned . 5 units, so for this A/A type it is my hourly rate times 1.5. \$30/hr times 1.5 times . 5 unit = \$22.50
3. I have earned 1 unit, so for this A/A type it is my hourly rate times 1.5 . $\$ 30 / \mathrm{hr}$ times 1.5 times 1 unit = $\$ 45.00$
4. I have earned 1 unit, so for this $A / A$ type it is my hourly rate times .75. $\$ 30 / \mathrm{hr}$ times .75 times 1 unit $=\$ 22.50$

## ** For the timekeeper, when keying in the timesheets, you need to key**

$\mathrm{A} / \mathrm{A}$ type $=$ from the original chart
Tchr Sub For = PN of the teacher that is out
Then under the date put the correct number of units according to the timesheet.
When you press enter, the name of the teacher that is out should pop up in the "Employee's Name" column.

| A/A... | Position | Tchr Sub For | Employee's Name (Sortable by L... | Total | 08/15 | 08/ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  | 80.00 | 8.00 | 8 |
|  |  |  |  |  |  |  |

## **If the teacher that is out is due to a vacancy**

$\mathrm{A} / \mathrm{A}$ type $=$ from the original chart
Then under the date put the correct number of units according to the timesheet.
Then on the same line under "COAr" you will key 0016, then under "Rec. CCtr" you will key your RC and the 10000 fund (----10000), then under "Rec. FuncAr" you will key 5100120.

| Data Entry Area |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 录 | LT | COAr | Rec. CCtr | Rec.FuncAr | A/A... | Position | Tchr Sub For |
|  | ( 5 |  |  |  |  |  |  |
|  |  | 0016 | 323710000 | 5100120 | ML 60 |  |  |
|  |  |  |  |  |  |  |  |


[^0]:    **Must be submitted, keyed, and approved by June $30^{\text {th }}$ of current school year**
    **Effective date July 1, 2023**

