



**Prince George's County Public Schools  
Payroll Services Department**

*Signature Required*  
**FILE COPY KEPT IN SCHOOL FOR 5 YEARS**

## Substitute Teachers' Time and Attendance Late Report

(Used only for Late Time or Entry Corrections: **Please email to substitute.payroll@pgcps.org**)

School/Office: \_\_\_\_\_

School/Office Phone Number: \_\_\_\_\_

Pay Period Ending Date: \_\_\_\_\_

School/Office Fax Number: \_\_\_\_\_

A separate form may be used for each individual date of substitute work.

Employee Name Please (Print or Type)	Employee Assignment Number	Time Worked (Hal or Whole Day)	Teacher's EIN	Specific Date Worked	Check if Date is a long- term Day	Budget account Code (31- Character Cost String, See completion instructions)
<b>Total Days</b>						

Timekeeper Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time Approver Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

This form should be used for payment of substitute teacher assignments only.

Note: If additional lines are needed, please start a new form.

## **Substitute Teacher Payroll Guidelines**

1. Substitute teachers will be paid by entering their time in Aesop so it transfers to the Oracle T&S timecard. Substitute teachers can only be used when students are in attendance unless prior approval is obtained by the HR Employee Support Center office.
2. Schools must run the Aesop substitute sign in sheet daily for Sign-in Procedure by Substitutes. The signed form must be kept on file to document and support timecard entries for 5 years. Time is due midday Monday after pay period ending date. Time entered after deadline but by midday Wednesday after payday, will be paid the Friday after payday.”
3. Substitute teachers can only be paid when substituting for classroom teachers. Substitute teachers cannot be paid for substituting for administrative support employees, paraprofessional employees or any employee except classroom teachers. “
4. Time must be entered in Half or Whole Day Increments. Time should be entered through Aesop and will transfer to the Oracle timecard then validated by timekeeper.

## **Long-term Substitute Payroll Guidelines**

1. When a substitute teacher has worked fifteen (15) consecutive days in the same assignment, a Long-term Substitute Rate will be paid to supplement the Regular Daily Substitute Rate.
2. The Long-term Substitute Rate will begin on the 16th day of substitute service and is not retroactive to the first day of the assignment
3. Breaks in service (i.e. time off for illness or personal reasons, not working, changing locations, and time omitted, etc.) with no Sick & Safe leave after the substitute teacher has worked 15 consecutive days will stop the Long-Term pay and the 15 consecutive day requirement will start over.
4. The Long-term Substitute Rate is calculated automatically by the Oracle Payroll System unless time is omitted (not entered) on the electronic timecard. If time is omitted on the electronic timecard, a long-term break in service will occur and long-term pay stops. Corrections to the regular time entry and the long-term pay entry must be made by immediately submitting the SUBSTITUTE TEACHERS TIME AND ATTENDANCE LATE REPORT.
5. School closure or in-service training days will not cause a break in service.

<b>Assignment Category</b>	<b>Reason</b>	<b>Rate</b>	<b>Long term pay</b>
1SD	Degree	\$150.00	\$63.75
1SC	Distance Learning - degreed	\$213.75	
1SCN	Distance Learning - degreed	\$213.75	
1SCR	Distance Learning - retired	\$232.50	
1SN	Non-Degree	\$150.00	\$63.75
1SP	Provisional	\$213.75	
1SR	Retiree	\$175.50	\$57.00
	Substitute Paraprofessional	\$12.50	

## **Procedure for Submitting Late Time**

**Complete and Submit the Substitute Teacher Time And Attendance Late Report as follows: employee name:** Last name, first name

**Employee assignment number:** Required for payment. (Verify employee assignment number on employee ID Card.)

**Time Worked:** Record half or whole day, as appropriate.

**Teacher assignment number:** Classroom teacher assignment number for whom substitute employee is being used. Substitute teachers can only be used when students are in attendance, unless prior approval is obtained by the Chief Administrator for Human Resources.”

**Specific Date Worked:** Specific date of work is required for payment. Time is being collected on a date specific basis to capture actual dates of service. Do not consolidate dates worked.

**Long-term Pay:** Check this column if the time omitted day is eligible for long-term pay.

**Budget account Code:** Required in order for the correct account/budget string to be charged

**Signature:** The Time Approver and Timekeeper must sign and date this document and forward to the Payroll Office in a timely basis.

**The Substitute teacher time and attendance late report must include all of the required information as described above. If information is not included, the report will be returned to the school or office for completion. The return of the report will delay the process of the payment to the employee.**

Prince George's County Public Schools • 14201 School Lane • Upper Marlboro, MD 20772 • [www.pgcps.org](http://www.pgcps.org)