



## Offering a Substitute

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There are several considerations when offering substitutes for your class or meeting participants

- 1 Whether to enter the event/meeting into MyPassport or assume responsibility for timely transfer of the account code info to the timekeeper
  - 2 Entering all required sub-related MyPassport fields to ensure a streamlined sub reimbursement process
  - 3 Timely attendance
  - 4 Changes once the event/meeting has been set up and at least one participant has registered
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- 1 When you provide a substitute, please consider entering the professional learning opportunity or meeting into MyPassport (or assume responsibility to timely transfer of account info to timekeeper)

**What's the benefit?** The sub reimbursement process is streamlined because you enter all required information and there is no need for Professional Leave forms or assuming responsibility to transfer account code information to timekeepers!

**Need more information?** Refer to the "Guidelines for What to Enter into MyPassport" document to understand when to award credit in MyPassport for an event/meeting and when not to award credit for an event/meeting BUT still use MyPassport for sub reimbursement and tracking.

**Please Note:** If you choose not to enter a meeting or activity into MyPassport that requires a sub, you are responsible for completing the new process to ensure that the school timekeeper has the account code information for weekly payroll. The account code information must be relayed within 48 hours of the event taking place

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**Enter all required information to ensure a streamlined sub reimbursement process**

- When you create a section for a course and plan to offer a substitute to participants, be sure to schedule the release of the section for the following day

Release Section Now:

Or Release Section At: - ▾ : - ▾ - ▾ on 

**Why can't I release it the same day?**

A job runs overnight that attaches a question to the section that will ask participants if they need a sub: Y/N. Without this question, the sub reimbursement process will break.

- The following fields are required if offering a substitute

\*Substitute: - ▾

Contact Name for Account Code/Attendance:

Contact Email for Account Code/Attendance:

Phone Number for Account Code/Attendance:

\*Fund: (Must be exactly 2 decimal digits.)

\*Substitute Location:   
*(Must be exactly 3 decimal digits.)*

\*Program:   
*(Must be exactly 4 decimal digits.)*

Project:   
*(Optional - If used must be 6 digits long. If your accounting unit has only 4 digits, then add 2 zeros to the end.)*

Activity:   
*(Optional - Grants Use Only. If used this should be in the form: "G.XXXX.XX")*

Account Category:   
*(Optional - Grants Use Only. If used this should be 2 letters followed by 3 numbers with no space.)*

- **Substitute:** Half-Day, or Full Day
- **Contact Name/Email/Phone for Account Code/Attendance:** Enter the contact for account code and attendance questions
- **Fund, Location, Program, Project, Activity, Account Category:** Required if a half-day or full-day sub was selected

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**Attendance is time-sensitive when you are offering a substitute for class participants**

- Enter attendance within 48 hours of the class so that the school timekeepers receive the information they need to complete payroll and keep the sub reimbursement process

streamlined AND so that if a teacher was absent they are charged for annual leave instead of professional leave when payroll is completed

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If you decide to make changes to offering a sub once the event/meeting has been set up and at least one participant has registered, complete the following steps:

- Create a new section with the corrected details (i.e., add on the sub details if now offering a sub or remove the sub details if no longer offering a sub
  - Remember to schedule the new section to release on the following day
- The participants from your original section must be notified and informed to re-register for the new section
- Delete the original section

**IMPORTANT:**

It is critical that sub reimbursement data be correct for timekeepers to ensure the process is streamlined.

Without these changes, you will be responsible for timely transfer of the account code info to the timekeeper