



# **Handbook for Per Diem Teachers**

**Office of Human Capital  
131 West Broad Street  
Rochester, NY 14614**

**Every Student by Face and Name. Every school, every classroom. To and through graduation.**

**Revised 3/27/2024**



Dear Per Diems:

Welcome to Per Diem teaching in the Rochester City School District. You have chosen a path that will be, at times, demanding, but also highly rewarding. You play an important role in ensuring that there is little or no interruption in our students' educational process. In addition, this role is being increasingly shaped to meet the challenge and expectations of our school system's motto 'Every Student by Face and Name. Every school, every classroom. To and through graduation.'

The role of a Per Diem has evolved from being merely a coverage person to one that provides quality instruction on an ongoing basis. You are an integral part of student learning. As a result, just simply "covering a class" no longer describes the full expectations. The same high standards and accountability demonstrated from permanently assigned teachers are also expected from you.

The Office of Human Capital has created this handbook primarily:

- To clarify processes associated with being a Per Diem
- To describe instructional expectations for Per Diems
- To introduce best practices that will enable you to succeed in our schools

The need for Per Diems varies throughout the school year, however, several other factors also affect the frequency with which you may be called. These include your weekly availability, your successful completion of your Per Diem teaching assignments, and your flexibility.

If you have any questions concerning your Per Diem teaching employment, please call the Substitute Management Division Office at 262-8554.

We recognize and appreciate your efforts and hope that your experiences will be productive and rewarding.

Sincerely,

Substitute Management Division  
Human Capital

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## **Certification Requirements for Per Diems**

No certificate is offered by New York State specifically for Per Diem teaching. Any New York State certificate allows an individual to work as a Per Diem.

A school district may employ an individual as a Per Diem in a position held by a teacher who is absent but expected to return. Employment of a Per Diem does not require a certificate **but is preferred**.

There are three (3) categories of Per Diems:

1. Persons holding valid certificates may Per Diem for any length of time in any area.
2. Persons without certification but who are preparing to be certified may Per Diem for any length of time in any area. Persons who do not hold a valid teaching certificate may Per Diem teach if they are “completing collegiate study towards certification, at the rate of not less than six semester hours per school year.” A copy of transcripts or test scores must be sent to the Office of Human Capital each semester or each time the test is taken.
3. Persons without certification and who are not preparing to become certified are limited to a maximum of 40 days per year.

Per Diems employed for long-term absences are expected to hold or be working toward certification in the specific field or area in which they are substituting. For details of the requirement, see Commissioner’s Regulations 80-8.5.

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## **The School Day**

### **Start Time:**

You should report to your assigned schools at least fifteen (15) minutes prior to the students’ arrival. (There are times when you will receive late calls, and it will be impossible to arrive early.)

### **Upon arrival, you should:**

1. Report to the main office.
2. Introduce yourself to the school secretary and give the name of the absent teacher and job number.
3. Inquire about the correct budget code that will be needed for your timecard
4. Inquire about the absent teacher’s daily schedule. All Per Diems are entitled to a duty-free period of 30 minutes.
5. Obtain the room key (if required) and locate the classroom.
6. Become familiar with the building (washrooms, cafeteria, nurse’s office, etc.) as well as any building procedures (discipline, fire drills, etc.)

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## **The Classroom**

1. Locate and read the Per Diem folder. **Call the main office if the Per Diem folder does not contain a lesson plan.**
2. Direct any questions concerning the Per Diem folder to the building principal or designee.
3. Meet the “neighbors” (teachers in neighboring classrooms).
4. Write, on the blackboard, your name and any rules which will be used.

## **Student Arrival**

1. Introduce yourself and pronounce your name.
2. Explain any classroom rules being used that day.
3. Set the “tone” for the day. The first impression made will remain throughout the day.
4. Take attendance.
5. Follow the school’s discipline policy if any problems should arise.

## **End of Day Responsibilities**

1. Classroom should be neat before students depart.
2. Prepare lesson plans for the following day, if necessary, or leave a brief summary of the day’s activities.
3. Lock classroom windows and doors.
4. Report to the main office. Return all classroom keys. Ask whether or not the absent teacher will return on the following day or if continuity of instruction is required.
5. If you did not get a job number at the beginning of the day, make sure you get one before you leave the building.
6. If you haven’t already done so, input your time into Time and Labor.

<h2 style="text-align: center;"><b>Student Discipline Policy</b></h2>
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It is the fundamental expectation of the District that mutually respectful behavior and attitudes will be consistently and routinely shown by parents, teachers, administrators, students, and members of the school community.

Order and discipline are essential to an effective education, and each person in a community must contribute to this orderly environment. Disciplinary rules must be enforced by the parents, community, and school staff to have safe schools.

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The Board of Education has adopted a policy on school conduct and discipline which is designed to encourage that a safe learning environment exists for each student. The rules of expected conduct and the possible consequences *if* these rules are violated can be found in the “Students Rights and Responsibilities Handbook” which is distributed to students each year. In addition, each school has a “Rights and Responsibilities Week” during which school conduct and discipline is explained to the parents and students.

The District’s expectations are as follows:

Students are expected not to carry any weapons, any deadly, dangerous or sharp pointed instrument, or any hand tool for which the student does not have a legitimate school purpose to possess while on school property.

Violation of this rule will result in a suspension.

- Students are expected to attend school regularly and to be on time.
- Parents, guardians, and/or siblings who call for students at school should arrange to meet them at times and places which will in no way disrupt instruction or operation of the school.
- Students are expected to remain in supervised areas in the school and not to loiter in unsupervised areas such as school parking lots.
- Students are expected to leave school grounds at dismissal unless authorized to participate in after-school activities.
- Students are expected to follow reasonable instructions of staff members.
- Students are expected to refrain from disruptive behavior and illegal acts.
- Students are expected to adhere to fire safety procedures and other safety procedures.

## **Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, State regulation provides that reasonable physical force may be used to:

1. Protect oneself, another student, teacher, or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

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The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner’s regulations.

## **Code of Ethics**

### **General**

- Employees of the Rochester City School District hold their positions to serve and benefit the public, not for personal gain or advantage.
- Compliance with ethical standards rests primarily on the personal integrity of the employee.
- Employees shall conduct themselves in a manner that will maintain the public trust and confidence in the District.
- Employees shall not use their official positions to secure unwarranted privileges or exemptions for themselves or others.
- In no event shall an employee have any romantic, sexual or other unprofessional relationship with a student, even if the relationship is consensual.

### **Use of Public Funds**

- Employees will not give, loan or contribute District money, credit, property, or services to anyone for a private purpose. This includes charitable organizations.
- Employees will not use or permit the use of District property for private purposes.
- Employees will not request to be reimbursed for the purchase of personal items.

### **Gifts and Contributions**

- Employees will not solicit, accept, or receive gifts from any person who has a contract with the District. This includes money, property, services, loan, travel, entertainment, and hospitality.

## **Code of Conduct**

From time to time, questions arise regarding general expectations for the conduct of City School District employees. We want to make sure that all employees have a clear idea of the general types of expectations which are essential in the public workplace. School District personnel are expected to exercise the highest levels of discretion, responsible judgment, and courtesy. In our work, not only do we serve our students, but we also represent the image of the District to the community members with whom we interact as we perform our duties.

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Listed below are types of activities which are considered to be violation of District standards and may lead to discipline:

- Theft or removal, without authorization, of District property or theft from other employees, or visitors on the premises;
- Falsification of records, reports, or employment documents;
- Unauthorized alteration of time records;
- Unprofessional or abusive interactions with other employees, students, or the public;
- Possession of weapons on School District property;
- Excessive absenteeism, repeated tardiness, or absence without proper notification;
- Possession or use of alcoholic beverages or illegal drugs on School District property;
- Reporting to work under the influence of, or in possession of any illegal drug or alcoholic beverage;
- Deliberate, misuse, damage, or abuse of School District property;
- Failure to wear required safety equipment or violation of established safety rules.

**Reporting Improper Governmental Action  
And  
Protecting Employees Against Retaliation (District Whistleblower Policy)  
Statement of Policy**

**General Policy.**

The District can achieve its mission best if it is made aware of potential improper governmental action and has the opportunity to investigate and fix problems. That goal is served when District employees know that they can bring such concerns to the attention of the Superintendent or the Board, without concern that they might be penalized for sharing such information. The interests of the District (knowledge and opportunity to correct) and those of employees (freedom from fear of retaliation) are interconnected.

It is the policy of the Board of Education to (1) encourage employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be an improper governmental action or wrongdoing by District officers or employees; and (2) to protect District employees who, in good faith, have reported such improper governmental actions or wrongdoing in accordance with this policy and with such administrative regulations as the Superintendent of Schools may issue. This policy is equitable in nature; therefore, a disclosure made by an employee which may reasonably be construed as an effort to exonerate the employee himself or herself, or to



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mitigate or prevent adverse disciplinary consequences for one's own wrongdoing shall not be accorded protection under this policy.

This Policy supplements such additional protections as may be provided under New York State law for the protection of employees.

Examples of improper governmental behavior will be included in the Superintendent's regulations.

### **Employee's Duty of Disclosure As Precondition to Whistleblower Protection**

The protections of this Policy against retaliatory action shall apply to an employee who first makes a good faith effort to provide all information available to him or her regarding what is reasonably believed to be an improper governmental action, as defined herein, to the Superintendent of Schools, or the Superintendent's designee for the purpose, or to the full Board of Education as appointing authority, each of whom shall have a reasonable time to investigate and to take appropriate action. Except where there exists an *imminent and serious* danger to public health or safety, the protections of this section shall not apply to an employee who does *not* bring the matter to the attention of the Superintendent, the designee for this purpose or to the full Board of Education, or does not give the District a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances.

### **Definitions**

*"Improper Governmental Action"* for purposes of this Policy means any action by a District officer or employee:

1. That is undertaken in the performance of the District officer's or employee's official duties, whether or not the action is within the scope of the officer or employee's employment; **and**
2. That is (a) a violation of any federal, state or local law or regulation which creates and presents a substantial and specific danger to the public health or safety; or (b) is a substantial abuse of authority. *"Improper governmental action"* for purposes of this Policy does *not* include personnel actions taken in the course of conducting the District's business. Such matters, where an employee believes himself aggrieved, are most appropriately addressed by reference to the various collective bargaining agreements and by further reference to the protections afforded District employees under the Civil Service Law and/or the Education Law.

*"Retaliatory Action"* means any adverse personnel action or other action harmful to any person, taken knowingly and with the intent to retaliate, which is directly attributable to the making or support of a good faith report of improper governmental action; and which does not flow from an evaluation or assessment of performance or nonperformance of the reporting or supporting employee's own work. The Board does not condone the use of this Policy as a mechanism for avoiding or deflecting the consequences of an individual's own deficient work performance, and nothing in this Policy is intended to interfere with legitimate employment decisions.

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## Protection of Employees & Employer

### Employee Protection

- (a) **No Retaliation.** The District shall not take any retaliatory action against any employee who in compliance with Section 9645.02, above, does any of the following:
- Discloses, or threatens to disclose to the Board of Education, the Superintendent, or the Superintendent's designee an activity, practice or procedure which he or she reasonably believes to violate a statute or regulation which violation creates and presents a substantial and specific danger to the public health or safety; or
  - Provides information to, or testifies before any public body (as defined in New York Labor Law § 740) conducting an investigation, inquiry or hearing into any such violation of a statute or regulation by the District; or
  - Objects to, or refuses to participate in any such activity, practice or policy in violation of a statute or regulation.
- (b) **Reasonable Confidentiality.** All reports under this Policy will be handled with reasonable confidentiality; and personally identifiable information from the report will be shared only to the extent necessary to conduct a complete and fair investigation. Reporting to the Superintendent or designee, or to the full Board of Education rather than to immediate supervisors is intended, in part, to increase the assurance of reasonable confidentiality and non-retaliation.
- (c) **Affirmative Defense.** Where an employee is subject to dismissal or other discipline under the disciplinary provisions of a collective bargaining agreement, under Education Law § 3020-a, or under Civil Service Law § 75, such employee may raise as an affirmative defense the claim that such action would not have been taken but for action protected by this Policy. If a court, arbitrator or hearing officer makes a finding that dismissal or other action is based *solely* upon a violation of this Policy by the District, such fact finder may dismiss the disciplinary proceeding, and in the case of a member of a collective bargaining unit, may make such action as is permitted by the applicable collective bargaining agreement.

### Employer Protection

Nothing in this Policy shall be deemed to diminish or impair the rights of the District to manage its employees under any statute, regulation, rule or collective bargaining agreement; nor to prohibit any personnel action which otherwise would have been taken regardless of the disclosure of information. It shall also be a defense to any action or proceeding commenced by an employee or former employee that a personnel action was predicated upon grounds other than the employee's exercise of any rights protected by this Policy.

### RETALIATION & FALSE CLAIMS

Reasonable actions will be taken to prevent retaliation against anyone making a good-faith complaint of improper governmental action or who participates in investigations of such

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complaints. The District will investigate allegations of retaliation made by any complainant or witness. The District may take such steps as are reasonably appropriate to the findings of such investigations. Where the District has reason to believe that a claim of improper governmental action or a claim of retaliation is false; or that a claim has been made in bad faith, or with a malicious intent, the District expressly reserves the right to make such inquiries as it deems appropriate, and to exercise its discretion regarding discipline or other consequences for assertion of a false or malicious claim. This policy may not be invoked by any individual for purposes of avoiding adverse consequences for one's own actions, or for purposes of obtaining exoneration or mitigation of a disciplinary penalty for an improper governmental action to which the reporting person was a party. An employee wishing to receive the benefit of this policy must report improper governmental action to the appropriate District official promptly, and may not actively participate in such improper governmental action.

## **REGULATIONS & ADMINISTRATIVE POLICY**

### **9645.41 Promulgation of Regulations.**

The responsibility for developing, publishing and enforcing regulations to implement this Policy (including complaint procedures, and investigation procedures), rests with the Superintendent of Schools, as authorized by Board of Education Policy # 3310. Such regulations should adhere to all applicable federal or state laws and regulations. The Superintendent of Schools, with the advice and counsel of the District's Department of Law is expressly authorized to prepare, update, maintain and implement administrative regulations. Such regulations shall cross-reference this Policy, and shall be disseminated to District staff in a manner(s) reasonably designed to assure accessibility.

### **Collective Bargaining & District Code of Conduct**

The provisions of this Policy shall be deemed to be independent of, and supplemental to, the provisions of collective bargaining agreements between the District and its unions relative to grievance procedures, and to terms and conditions of employment. Any employee discipline imposed under this Policy upon an individual covered by a collective bargaining agreement will be done in a manner consistent with the discipline provisions of such agreement and subject to the grievance provisions of such agreement, unless a different approach is mandated by federal or state law or regulation. The foregoing shall not be construed, however, as a limitation upon the right of the District to pursue criminal law remedies when there is evidence of commission of a crime under federal or state law.

### **No Special Duty Assumed by District.**

This Policy, and any Regulations adopted to implement it, are designed and intended to meet the requirements of federal and state law, and to provide the framework for the District's overall approach for the *collective* benefit of its students and employees. Nothing in this Policy or in accompanying regulations shall be construed as limiting any interest or right of action available under federal or state law, nor shall this Policy or accompanying regulations be deemed or construed to create or expand any new or additional interest or right of action in favor of any person or group. Nothing in this Policy or accompanying regulations shall be deemed or construed

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to offer or promise a special duty of any nature or type to any individual or group, upon which such person or group may rely to their detriment. Nothing in this policy shall be deemed to require the District to compensate an employee for participation in any investigation, hearing or inquiry held by an appropriate authority (such issues being addressed exclusively by collective bargaining agreements or by the Regulations applicable to the Superintendent's Employee Group), nor does it impair the rights of any employee under a collective bargaining agreement.

Cross-ref.: 1510, "District Policy Against Harassment of Students or Employees" New York Civil Service Law §75-b; New York Labor Law §740; Adopted: Resolution # 2005-06: 336 (October 20, 2005)

## **Continuity of Instruction vs. Advance Assignments**

If you are asked by an administrator or designee to remain in the same class for additional days, you will be expected to do so unless:

- a. You have an advance assignment of five or more consecutive school days at another City School District Elementary School, or
- b. You have an advance assignment at a Suburban District School.

It is your responsibility to:

- check your Per Diem assignment record
- inform the administrator of your advance assignment, i.e., school, absent teacher, job number
- honor the advance assignment or if needed, **immediately** call SmartFind Express and cancel your acceptance of the advance assignment.
- ask the administrator to obtain a new job number for the extended assignment
- Update SmartFind Express when you are temporarily unavailable to work
- Use SmartFind Express to manage your job assignments.

### **Professional Courtesy Between School Districts**

Per Diems will not be expected to provide continuity of instruction in the City School District if they were hired in advance to Per Diem teach in a suburban school district. However, the City School District expects the same professional courtesy extended if you are needed for continuity of instruction in a suburban school district but were hired in advance to substitute teach in the City School District.

## **Union Membership and Agency Shop Fees**

The Rochester Teachers Association (RTA) is the sole and exclusive bargaining representative for a collective bargaining unit consisting of all Per Diems who received assurance of continued employment,

and also including all others employed by the City School District as Per Diems during this school year. An agency shop provision is in effect wherein Per Diems have the right to join the RTA and pay association membership dues via authorized payroll deductions.

Agency shop fees are required and are deducted from the wages of Per Diems who are not RTA members. This deduction will appear as “SUB DUES” under the section entitled “TAXES/DEDUCTIONS” on the Per Diems paycheck stubs.

## IM&T Help Desk

Welcome from the IM&T Helpdesk! We are providing this information to help you get started using your computer. If you have any questions, please contact the Helpdesk at 262-8151 or 700-8151 internally.

<b>Computer Logon Information</b>	<p><b><u>How to Log On</u></b></p> <ul style="list-style-type: none"> <li>• Press Ctrl + Alt + Delete.</li> <li>• For New Users:             <ul style="list-style-type: none"> <li>○ User name = Employee ID Number</li> <li>○ Initial passwords are: Two-digit birth month, CAPITAL FIRST INITIAL, lowercase last initial, two-digit birth day, \$\$, and lastly the two-digit birth year.                 <ul style="list-style-type: none"> <li>▪ For example, if your birthday is March 23<sup>rd</sup>, 1976 and your name is John Smith, your password would be 03Js23\$\$76.</li> </ul> </li> </ul> </li> <li>• For Rehires:             <ul style="list-style-type: none"> <li>○ Your password has not been reset. If you do not remember your last password, please call the Helpdesk to have it reset.</li> </ul> </li> </ul> <p>ds must be at least ten characters and contain 3 of the 4 following categories: ▪</p> <ul style="list-style-type: none"> <li>Uppercase letter</li> <li>▪ Lowercase letter</li> <li>▪ Numbers (0-9)</li> <li>▪ Special Characters which include, !, \$, #, %, etc.</li> </ul> <p><b><u>How to Change a Password</u></b></p> <ul style="list-style-type: none"> <li>• Once logged in, press Ctrl + Alt + Delete.</li> <li>• Click the ‘Change Password...’ button.</li> </ul>
<b>Email Information</b>	<ul style="list-style-type: none"> <li>• Microsoft/Outlook – First name, Last name@rcsdk12.org. (John.Smith@rcsdk12.org)</li> <li>• Google – Employee ID Number@rcsd121.org (1234567@rcsd121.org)</li> </ul>
<b>Phone Information</b>	<p><b><u>Accessing your mailbox</u></b></p> <ul style="list-style-type: none"> <li>• <b>To access your mailbox from your extension:</b> <ul style="list-style-type: none"> <li>○ Dial <b>6999</b> or <b>3200</b> for Central Office</li> <li>○ Enter your <b>passcode</b> when prompted</li> </ul> </li> <li>• <b>To access your mailbox from outside the office:</b> <ul style="list-style-type: none"> <li>○ Call the Auto Attendant Number <b>585-263-3200</b></li> <li>○ Enter your mailbox number (your extension number) followed by the star key</li> <li>○ <b>You must enter the entire seven-digit extension mailbox number (7XX-XXXX)</b></li> <li>○ Enter your <b>passcode</b> when prompted</li> </ul> </li> </ul> <p>Your entire 7-digit mailbox/extension number should be (7) + (School number) + (extension number)</p>

## Frequently Asked Questions

Should I turn off my computer before I leave work?	Desktops – please leave on, but logged off. Laptops – always be sure to turn them off fully before putting in a bag, so that they don't overheat.
Should I ever lock my workstation?	Yes. You should lock your workstation any time you leave your desk for more than five minutes. To lock your computer, press Ctrl + Alt + Del and choose "Lock Computer."
Where do I put in a Helpdesk ticket/request?	You can enter your ticket online at <a href="https://helpdesk.rcsdk12.org">https://helpdesk.rcsdk12.org</a> or in your Roconnect portal any time 24x7, or by calling 262-8151 during business hours.
What are the Helpdesk hours?	The Helpdesk is open Monday – Friday, hours do vary. Please check <a href="https://helpdesk.rcsdk12.org">https://helpdesk.rcsdk12.org</a> for current business hours.
Want to know more....	<a href="https://www.rcsdk12.org/rcsdearns">https://www.rcsdk12.org/rcsdearns</a>

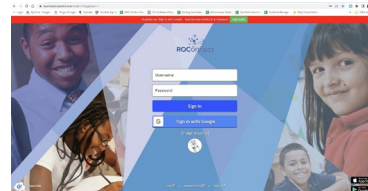
## SmartFind Express

To register your SmartFind, you must first call 585-262-8350. Your Access ID is the same as your Employee ID. When registering, your PIN is also the same as your Employee ID. As part of the registration process, you will set a new PIN. Chose a 5 digit # that you will remember. This will be used whenever you access the phone system.

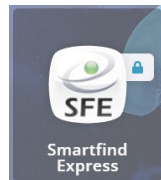
You can access SmartFind Express three ways:

1. By calling the SmartFind system 585-262-8350 (employee identification number and pin required)
2. Through the Mobile APP: District Code: LSSJ
3. Directly through the link: <https://rcsd.sfe.powerschool.com/>

or via External Access (ROCONNECT) by going to: **Roconnect.rcsdk12.org**. This should direct you to: **<https://launchpad.classlink.com/rcsdk12.org>**.



- Once logged in select: Business & Professional Folder
- Next click Smartfind Express Application



Here you will login with your Access ID (employee ID) & the 5-digit Phone PIN you just created. You will be prompted to change this to a Password.

## Employee Time Entry Process for Per Diem Substitutes

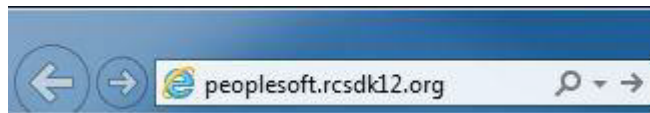
This procedure describes the steps for an employee to enter days worked as a per diem substitute teacher via Time & Labor in PeopleSoft 9.1

### 1. RESPONSIBILITY

- Employees are responsible for entering time online directly into PeopleSoft Time & Labor.
- Employees are responsible for honest and accurate reporting of their days worked and for completing and verifying data entry in a timely fashion.
- Employees are responsible for completing manual timesheets for missed days and/or incorrect days previously reported.

### 2. NAVIGATION

- a. **Log in to PeopleSoft.** Open a browser window (e.g. Internet Explorer) and type [peoplesoft.rcsdk12.org](http://peoplesoft.rcsdk12.org) in the URL line as shown below.



- b. The PeopleSoft login page will appear. Enter your User ID and password. This is the same User ID and password that you used to log into Windows on your computer.

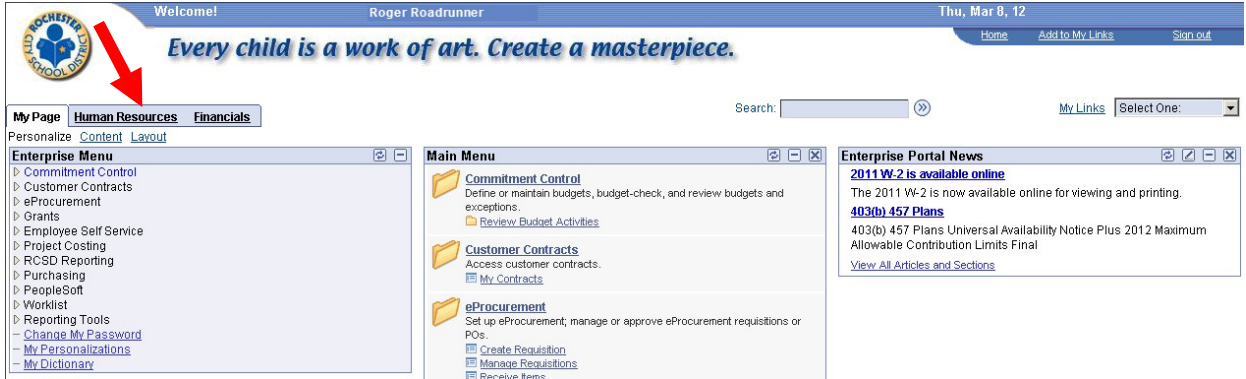


**ORACLE**  
**PEOPLESOFT ENTERPRISE**

User ID:  [Forgot your User ID?](#)

Password:

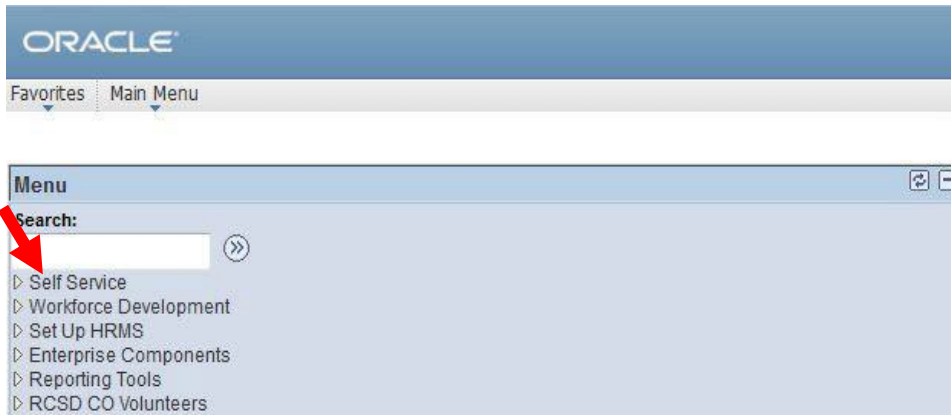
c. The PeopleSoft Portal page is shown below, Click on the **Human Resources** tab.



d. Click on the **Human Resources 9.1** link. Your PeopleSoft Human Resources Main Menu will appear (see next page).



e. Click on the **Self Service** link





f. Click on the **Time Reporting** link

ORACLE

Favorites | Main Menu > Self Service

Self Service

**Self Service**  
Navigate to your self service information and activities.

<b>RCSD PAR Review</b> Personnel Activity Report (PAR) Review	<b>Review Transactions</b> Review transactions that you submitted for approval	<b>Time Reporting</b> Report and review your time, schedules, request absences and more. <a href="#">Report Time</a> <a href="#">View Time</a> <a href="#">User Preferences</a>
<b>Personal Information</b> Review and update your personal information. <a href="#">Personal Information Summary</a> <a href="#">Home and Mailing Address</a> <a href="#">Phone Numbers</a> <a href="#">3 More...</a>	<b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. <a href="#">View Paycheck</a> <a href="#">Voluntary Deductions</a> <a href="#">W-4 Tax Information</a> <a href="#">View W-2/W-2c Forms</a>	<b>Benefits</b> Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. <a href="#">Benefits Information</a> <a href="#">Dependents and Beneficiaries</a> <a href="#">Benefits Summary</a> <a href="#">4 More...</a>
<b>Learning</b> View and maintain learning records and objectives, and browse and search the learning catalog.	<b>Performance Management</b> Access your performance and development documents, and evaluations you have done for others. <a href="#">My Performance Documents</a> <a href="#">Other's Performance Documents</a>	<b>Recruiting Activities</b> <a href="#">Recruiting Activities</a> <a href="#">Careers</a>
<b>Manage Delegation</b> Delegate authority for self-service transactions, and review and revoke delegation requests		

g. Click on **Report Time** and then **Timesheet**

ORACLE

Favorites | Main Menu > Self Service

Self Service

**Time Reporting**  
Report and review your time, schedules, request absences and more.

<b>Report Time</b> Report your time and request planned overtime and absences. <a href="#">Timesheet</a>	<b>View Time</b> View your schedules, forecasted, payable and comp time, exceptions and more. <a href="#">Time and Labor Launch Pad</a> <a href="#">Payable Time Summary</a> <a href="#">Payable Time Detail</a> <a href="#">Leave Time Taken Data</a>
--	---

### 3. Time entry

- a. An entry should be made for each day/half day the employee accepts a job assignment and works. Otherwise, the hours field for a particular day should be left blank.
- b. Enter the value 1 for a full day worked or .5 for a half day worked in the **Day of Week field(s)**.
- c. Substitute are paid biweekly and need to enter their time for the two weeks that fall in the payroll period, you can navigate between the two weeks by clicking **Previous Week/Next Week**
- d. Select [**Time Reporting Code**] (TRC) SUB – SUBSTITUTE PAY
- e. If more rows are needed to report working at additional locations and/or substituting for a different teacher, click on [+] **Add a New Row**.
- f. **If substituting for a teacher**, leave the check box **Not substituting for a teacher?** blank. Enter the **teacher id** and then the account code should automatically populate (also known as budget code).
- g. If the teacher id is unknown, click on the magnifying glass icon to search and select the teacher's name.
- h. Do not check the Billable box; leave it blank.
- i. **If substituting for a vacant position** check box **“Not substituting for a teacher?”** then tab to the column **“Please enter teacher id”** select from the drop down or type in the reason **VAC POS-92**.
- j. The employee will then be required to type in the account code that matches the school they substitute taught at. Please refer to the charts below. If subbing for a grant funded position do not use account codes below and obtain the correct code from your Administrator/Principal.

Timesheet

Employee ID: [blank]

Job Title: Per Diem Teacher - Certified Empl Record: 0

Instructions

\*View By: Week Reported Hours: 0.00 Previous Week Next Week

Date: 02/16/2014 Scheduled Hours: 0.00

From Sunday 02/16/2014 to Saturday 02/22/2014

Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Total Days	Time Reporting Code	Type	Not substituting for a teacher?	Billable	Please enter teacher id	Account Code
		1.00						SUB - SUBSTITUTE PAY	Hours	<input type="checkbox"/>	<input type="checkbox"/>	2007990	5148A2730521
			0.50					SUB - SUBSTITUTE PAY	Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VAC POS-92	5148A2730521
											<input type="checkbox"/>		

Submit Apply Schedule

Reported Time Status

Reported Time Summary

Local intranet 100%

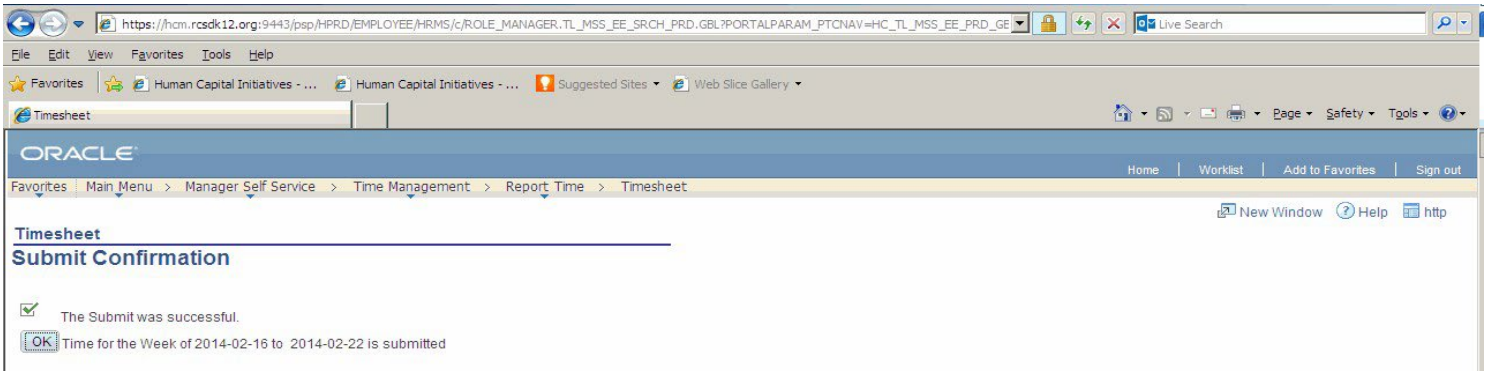
## Building Budget Codes

Description	Budget Code*
Teacher Sub – Daily Regular Ed	5148 A xxxxx 2110 1505
Teacher Sub – Daily Special Ed	5148 A xxxxx 2250 1505
Notes:	xxxxx – Represents Department ID (see below)

Dept ID	Description	Dept ID	Description
10202	# 2 - Clara Barton - ES	27705	Franklin Upper
10302	# 3 - Dr Alice Holloway Young	27704	Franklin Lower
10402	# 4 - George M Forbes - ES	23503	Oaces
10502	# 5 - John Williams - ES	24105	NorthSTAR Program
10702	# 7 - Virgil I Grissom - ES	24805	LyncX Academy – HS
10802	# 8 - Roberto Clemente - ES	25104	Jos. C. Wilson Found Academy
10902	# 9 - Dr Martin L King Jr - ES	25105	Jos. C. Wilson Magnet HS
11002	# 10 – Dr. Walter Cooper Academy -ES	26104	East Lower School
11202	# 12 – Anna Murray Douglas - ES	26105	East Upper School - HS
11502	# 15 - Children's School – ES	26604	James Monroe Lower School
11602	# 16 - John W Spencer - ES	26605	James Monroe Upper School
11702	# 17 - Enrico Fermi - ES	26705	School of the Arts - HS
11902	# 19 - Dr Charles T Lunsford-ES	26805	School Without Walls - HS
12202	# 22 - Abraham Lincoln - ES	27305	Northeast High School - HS
12302	# 23 - Francis Parker - ES	28905	Northwest Junior High School
12502	# 25 - Nathaniel Hawthorne-ES	29505	Edison Career & Technology - HS
12802	# 28 - Henry Hudson - ES	54505	Youth & Justice – HS
12902	# 29 - Adlai E Stevenson - ES	54605	Agency Youth – HS
13302	# 33 - John James Audubon - ES	55205	Home/Hospital Tutor Prog - HS
13402	# 34 – Dr. Louis A Cerulli - ES	28305	Rochester International Academy
13502	# 35 - Pinnacle School – ES	29105	Roch Early College Intrntnl HS
13902	# 39 - Andrew J Townson - ES	29205	All City High
14202	# 42 - Abelard Reynolds - ES	18201	Roch. Early Childhood Cntr-NE
14502	# 45 - Mary McLeod Bethune-ES		
14602	# 46 - Charles Carroll – ES		
14902	#106 - RISE Community School – ES		
15002	# 50 - Helen B Montgomery - ES		
15202	# 52 - Frank Fowler Dow - ES		
15302	# 53 - Montessori Academy		
15402	# 54 - Flower City School - ES		
15802	# 58 - World of Inquiry - ES		

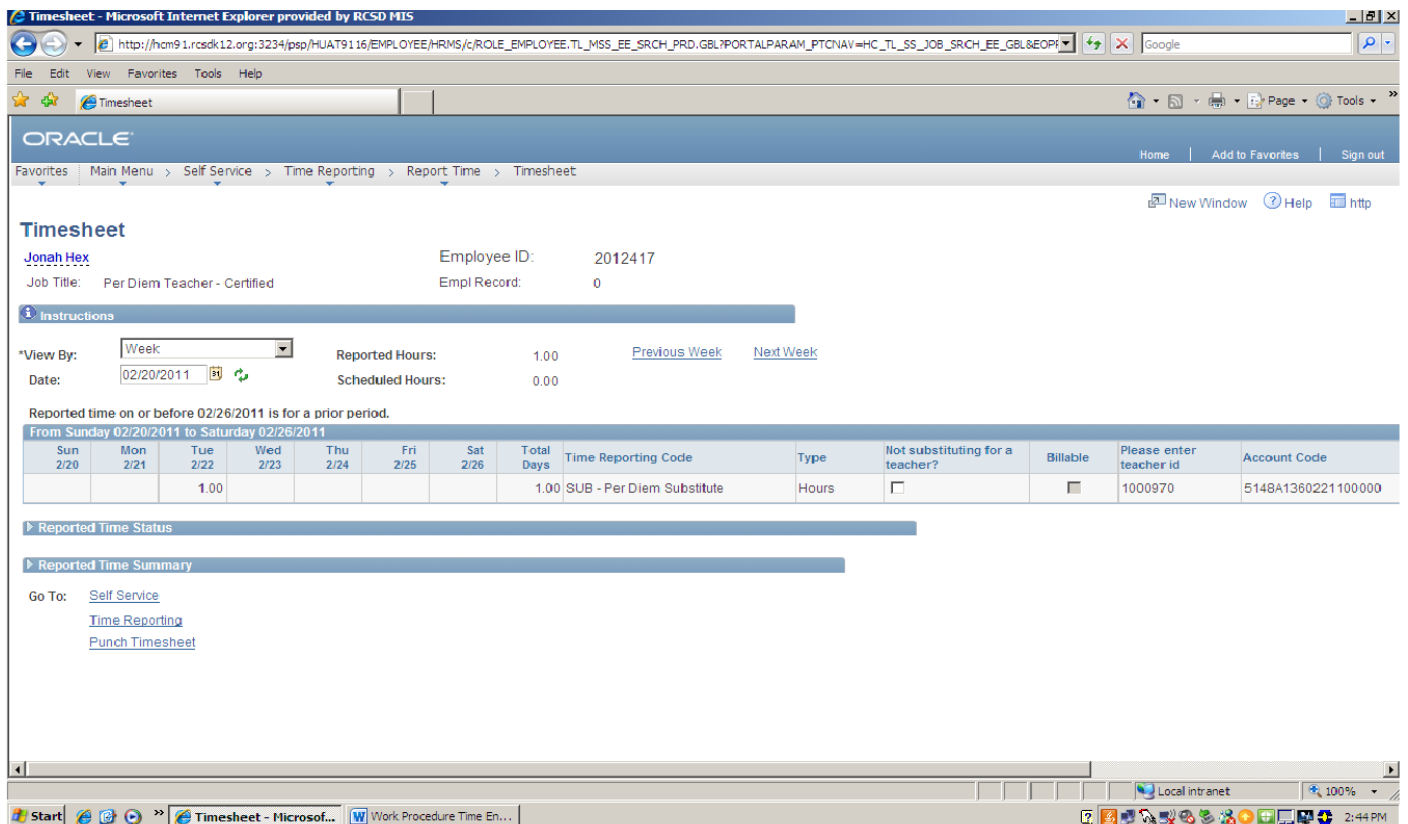
**Entering the correct account code is a critical step that is often entered incorrectly. When this occurs the employee's, time is not sent to the correct manager to approve payment and may delay the employees pay.**

- k. Click Submit for each week of the pay period otherwise it will not move forward to Payable Time for approval. You should now get a **Submit Confirmation** message. Click the OK button.
- l. You will be returned to the Timesheet. You should now see the name of the teacher in the *Substitute / Para Name* field.
- m. **You now have finished entering your time.**



**To view the time you've submitted:**

- n. Click the Previous Week/Next Week hyperlinks to move between the various weeks of the pay cycle.
- o. Employees cannot enter beyond the current payroll period. A message will appear advising Reported Time on or after xx/xx/xxxx is for a future period. Likewise, employees cannot enter for a prior payroll period. A message will appear advising Reported Time on or before xx/xx/xxxx is for a prior period.



- p. You can view Payable Time Needs Approval (Navigation: Main Menu, Self-Service, Time Reporting, View Time, Payable Time Detail). During the Approval period it is important for employees to monitor the approval of time reported. Enter the start date and end date of the payroll period and click on Get Rows.

Job Title: Per Diem Teacher - Certified      Empl Record: 0

Start Date: 11/03/2013      End Date: 11/09/2013      [Get Rows](#)

Payable Statuses to view can be controlled from the expandable Payable Status Filter section. Use the Refresh button to refresh the display.  
Time detail can be displayed for a date range up to thirty-one days.

**Payable Status Filter**

**Payable Time**

Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	TRC Type
11/04/2013	Distributed		<a href="#">Approval Monitor</a>	SUB	1.00	Hours
11/04/2013	Approved		<a href="#">Approval Monitor</a>	SUB	-1.00	Hours
11/07/2013	Needs Approval		<a href="#">Approval Monitor</a>	SUB	1.00	Hours

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Return to Select Employee](#)

## Rates of Pay

### Per Diem Sub -Day to Day

#### DAY TO DAY ASSIGNMENTS

<b>Step 1</b> .....	\$140
<b>*Step 2 - 50 Day Rate</b> .....	\$205
Per Diems who work fifty (50) days or more over a two-year period.	
<b>**Step 3 - 100 Day Rate</b> .....	\$225
RCSD Retirees, Psychologists, Social Workers, Counselors, Speech & Language	
<b>Building Based Sub Rate</b> .....	\$255

\*Per Diems who reach the 50-day rate must continue to work **10 days every school** year thereafter to maintain 50-day rate of pay.

\*\*Per Diems who reach the 100-day rate must continue to work **100 days every school year** thereafter to maintain 100-day rate of pay.

### Per Diem Sub – Continuous

#### LT ASSIGNMENT THAT IS NOT & A VACANCY

Per Diems who substitute for the same teacher, at the same school, with the same students, and in the same assignment CONTINUOUS (every scheduled day based upon the available open position) are entitled to pay differentials on the 16<sup>th</sup> and 46<sup>th</sup> day, furthermore, on the 61<sup>st</sup> day of a continuous assignment Per Diems are eligible to apply for medical and dental benefits.

<b>Day 1</b> .....	Your current Pay Rate
<b>*Day 16</b> .....	Current rate increases by \$20.00 (applicable day 32 for half-day assignments)
<b>Day 46</b> .....	\$255 (applicable day 92 for half-day assignments)
<b>**Day 61</b> .....	Eligible for Medical/Dental benefits

\*Per Diem Subs on the 16<sup>th</sup> day are considered as being in a long-term continuous assignment. They shall be granted (5) unpaid days for illness, personal business, or religious observance without jeopardizing their service in the continuous assignment. If more than the allotted 5 days are taken off, your long-term assignment count will be reset, and your pay rate will be decreased.

\*\* Per Diem Subs on the 61<sup>st</sup> day in a long-term assignment shall be granted an additional two (2) unpaid days for illness, personal business, or religious observance without jeopardizing their service in the continuous assignment. If more than the allotted 2 additional days are taken off, your long-term assignment count will be reset, and your pay rate will be decreased.

\*\* Per Diem Subs on the 91<sup>st</sup> day in a long-term assignment shall be granted an additional two (2) unpaid days for illness, personal business, or religious observance without jeopardizing their service in the continuous assignment. If more than the allotted 2 additional days are taken off, your long-term assignment count will be reset, and your pay rate will be decreased.

**Per Diems eligible for pay rate increases due to a long-term continuous assignment could take up to two pay periods to process due to the two-week lag in the per diem payroll.**

### **Per Diem Sub – Long Term**

#### **LT VACANCY FOR THE FULL SCHOOL YEAR**

Per Diem Subs who are placed in VACANT Long-Term Position for the entire School year shall be considered Long-Term Subs. Long-Term subs shall report to the assigned school every day students are in attendance up to 185 days, including testing days, as well as attending all Superintendent’s Conference Days, regardless of location. Long-Term substitutes shall be paid at the 46-day Long Term Rate.

Long-Term substitutes will be granted five (5) unpaid absence days after the 16<sup>th</sup> day of the assignment, two (2) additional unpaid absence days after the 61<sup>st</sup> day of the assignment & two (2) additional unpaid absence days after the 91<sup>st</sup> day of the assignment to be used in any one school year.

Long-Term substitutes shall report to the assigned school every day students are in attendance up to 185 days, including testing days, as well as attending all Superintendent’s Conference Days, regardless of location. Long-Term substitutes shall be paid at the 46-day Long Term Rate.

Long-Term substitutes should pick up the assignment in the Smartfind system but also will need to be selected by the building principal & expected to perform in the position for the full academic year. In the event that a certified teacher is hired to fulfill a vacancy, a Long-Term sub can be asked to leave an assignment.

Long-Term substitutes shall be evaluated according to current procedures for the observation and evaluation of non-tenured teachers as agreed upon by the Association and the District. All components of those procedures shall apply to Long-Term Subs.

### **Building Sub**

#### **ASSIGNED TO 1 BUILDING ALL SCHOOL YEAR**

All provisions of the Per Diem Contract apply to building substitutes.

Building substitutes shall report to the assigned school every day students are in attendance up to 185 days, including testing days, as well as attending all Superintendent’s Conference Days, regardless of location. Building substitutes shall be paid at the 46-day Long Term Rate.

Building substitutes will be selected by a process developed by each school-based planning team.

Building substitutes shall be evaluated according to current procedures for the observation and evaluation of non-tenured teachers as agreed upon by the Association and the District. All components of those procedures shall apply to building Per Diems.

Building substitutes will be granted six (6) unpaid absence days, two (2) paid illness days & two (2) personal

days to be used in any one school year. Building Per Diems who work in the position for less than the full school year will receive a prorated allocation of paid absence days. Building substitutes who work in the position for less than the full school year must work at least one-half (½) of the semester to receive that semester's days.

Building substitutes will be required to attend all Superintendents Conference Days, are not eligible for Holiday Pay, and are eligible to receive health and dental benefits.

Building substitutes will be paid for all scheduled days regardless of cancellations due to weather or other reasons.

In the event that no Per Diem work is available in the assigned building, building substitutes may be reassigned by the building principal to other duties within the building or to a Per Diem position in another building.

Each "building substitute" shall be a full-time employee assigned to a particular school from the start of the assignment through the end of the school year.

At the discretion of their building principal, building substitutes may be offered long-term assignments in their schools and retain their status as building substitutes for that school for the remainder of the school year.

## Employee Time Entry Process for Building Substitutes

This procedure describes the steps for an employee to enter days worked as a per diem substitute teacher via Time & Labor in PeopleSoft 9.1

### 4. RESPONSIBILITY

- Employees are responsible for entering time online directly into PeopleSoft Time & Labor.
- Employees are responsible for honest and accurate reporting of their days worked and for completing and verifying data entry in a timely fashion.
- Employees are responsible for completing manual timesheets for missed days and/or incorrect days previously reported.

### 5. NAVIGATION

- g. **Log in to PeopleSoft.** Open a browser window (e.g. Internet Explorer) and type [peoplesoft.rcsdk12.org](http://peoplesoft.rcsdk12.org) in the URL line as shown below.



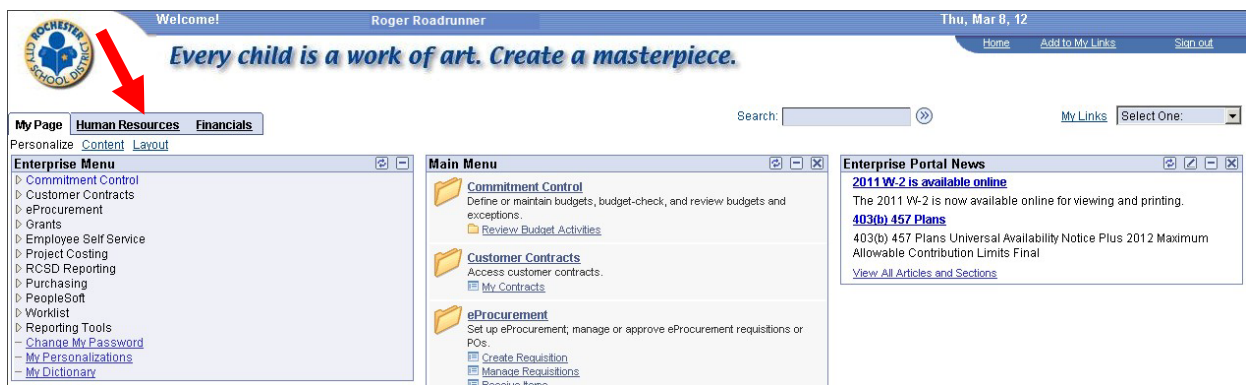


- h. The PeopleSoft login page will appear. Enter your User ID and password. This is the same User ID and password that you used to log into Windows on your computer.



The image shows the Oracle PeopleSoft Enterprise login page. At the top left is the Rochester Unified School District logo. To its right is the Oracle logo and the text "PEOPLESOFT ENTERPRISE". Below this is a light gray box containing the login fields: "User ID:" followed by a text input field, a link "Forgot your User ID?", "Password:" followed by another text input field, and a "Sign In" button.

- i. The PeopleSoft Portal page is shown below, Click on the **Human Resources** tab.



The image shows the PeopleSoft Portal page. At the top, it says "Welcome! Roger Roadrunner" and "Thu, Mar 8, 12". Below this is a navigation bar with tabs: "My Page", "Human Resources", and "Financials". A red arrow points to the "Human Resources" tab. The page content is divided into three main sections: "Enterprise Menu" on the left, "Main Menu" in the center, and "Enterprise Portal News" on the right. The "Enterprise Menu" section lists various options like "Commitment Control", "Customer Contracts", "eProcurement", "Grants", "Employee Self Service", "Project Costing", "RCSD Reporting", "Purchasing", "PeopleSoft", "Worklist", "Reporting Tools", "Change My Password", "My Personalizations", and "My Dictionary". The "Main Menu" section lists "Commitment Control", "Customer Contracts", and "eProcurement". The "Enterprise Portal News" section has a headline "2011 W-2 is available online" and a sub-headline "403(b) 457 Plans".

- j. Click on the **Human Resources 9.1** link. Your PeopleSoft Human Resources Main Menu will appear (see next page)



The image shows the PeopleSoft Human Resources 9.1 Main Menu. At the top, it says "Welcome! Roger Roadrunner" and "Every child is a work of art. Create a masterpiece." Below this is a navigation bar with tabs: "My Page", "Human Resources", and "Financials". A red arrow points to the "Human Resources" tab. The page content is divided into three main sections: "Human Resources Menu" on the left, "Employee Leave Service" on the right, and "Human Resources" at the bottom. The "Human Resources Menu" section lists "Human Resources 9.1" (Access Human Resources Management System 9.1 Maintenance Pack 1 on PeopleTools 8.5x.), "Employee Self Service" (Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.), "RCSD PAR Review", and "Employee Home". The "Employee Leave Service" section has a "Leave Balances" table with columns for "Absence", "Sick", "Vacation", and "Personal".

Leave Balances	
Absence	
Sick	
Vacation	
Personal	

k. Click on the **Self Service** link

ORACLE

Favorites | Main Menu > Self Service

Self Service

**Self Service**  
Navigate to your self service information and activities.

<b>RCS D PAR Review</b> Personnel Activity Report (PAR) Review	<b>Review Transactions</b> Review transactions that you submitted for approval	<b>Time Reporting</b> Report and review your time, schedules, request absences and more. Report Time View Time User Preferences
<b>Personal Information</b> Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers 3 More...	<b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. View Paycheck Voluntary Deductions W-4 Tax Information View W-2/W-2c Forms	<b>Benefits</b> Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Benefits Information Dependents and Beneficiaries Benefits Summary 4 More...
<b>Learning</b> View and maintain learning records and objectives, and browse and search the learning catalog.	<b>Performance Management</b> Access your performance and development documents, and evaluations you have done for others. My Performance Documents Other's Performance Documents	<b>Recruiting Activities</b> Recruiting Activities Careers
<b>Manage Delegation</b> Delegate authority for self-service transactions, and review and revoke delegation requests		

l. Click on the **Time Reporting** link

ORACLE

Favorites | Main Menu > Self Service

Self Service

**Self Service**  
Navigate to your self service information and activities.

<b>RCS D PAR Review</b> Personnel Activity Report (PAR) Review	<b>Review Transactions</b> Review transactions that you submitted for approval	<b>Time Reporting</b> Report and review your time, schedules, request absences and more. Report Time View Time User Preferences
<b>Personal Information</b> Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers 3 More...	<b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. View Paycheck Voluntary Deductions W-4 Tax Information View W-2/W-2c Forms	<b>Benefits</b> Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Benefits Information Dependents and Beneficiaries Benefits Summary 4 More...
<b>Learning</b> View and maintain learning records and objectives, and browse and search the learning catalog.	<b>Performance Management</b> Access your performance and development documents, and evaluations you have done for others. My Performance Documents Other's Performance Documents	<b>Recruiting Activities</b> Recruiting Activities Careers
<b>Manage Delegation</b> Delegate authority for self-service transactions, and review and revoke delegation requests		

m. Click on **Report Time** and then **Timesheet**

ORACLE

Favorites | Main Menu > Self Service

Self Service

**Time Reporting**  
Report and review your time, schedules, request absences and more.

<b>Report Time</b> Report your time and request planned overtime and absences. Timesheet	<b>View Time</b> View your schedules, forecasted, payable and comp time, exceptions and more. Time and Labor Launch Pad Payable Time Summary Payable Time Detail Leave Time Taken Data
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## 6. TIME ENTRY

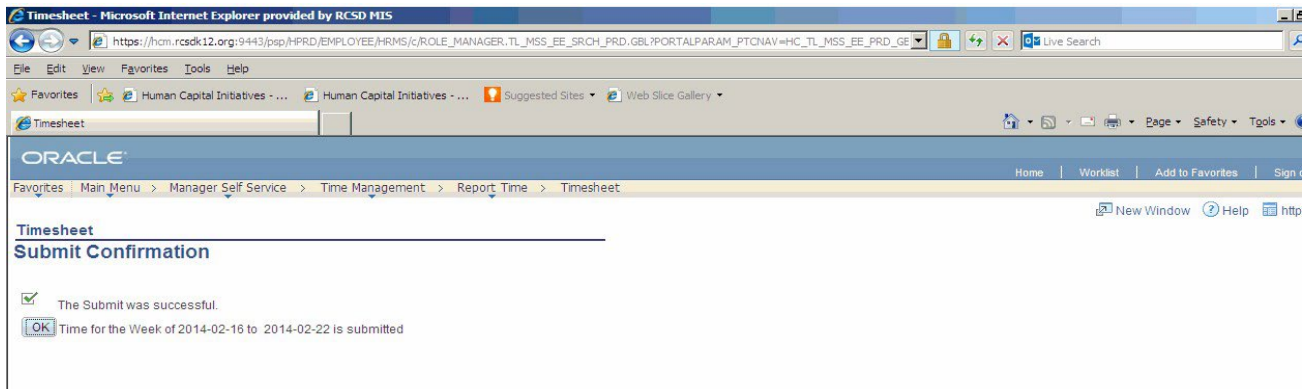
Job Title: Per Diem Building Teacher      Empl Record: 0

**Instructions**

\*View By: Week      Reported Hours: 0.00      [Previous Week](#)      [Next Week](#)  
 Date: 01/09/2022      Scheduled Hours: 0.00      [Next Employee](#)

From Sunday 01/09/2022 to Saturday 01/15/2022							Time Reporting Code	Type	Not substituting for a teacher?	Billable	Override Reason	Enter reason for substituting	Account Code
Sun 1/9	Mon 1/10	Tue 1/11	Wed 1/12	Thu 1/13	Fri 1/14	Sat 1/15	Total Days						
	1							SUB - SUBSTITUTE PAY	Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BLDG SUB	
										<input type="checkbox"/>			
										<input type="checkbox"/>			

- Enter the value 1 for a full day worked or a .5 for a half day worked in the **Day of Week Field(s)**.
- 2.0 Select [**Time Reporting Code**] (TRC) SUB – SUBSTITUTE PAY
- 3.0 Mark “Not substituting for a teacher?”
- 4.0 Enter reason for substituting – type or select **BLDG SUB for working days** or (**Illness/Personal**) if you are taking a day off. Note: building subs are granted six unpaid absence days, two personal days & two illness days to be used in any one school year)
- 5.0 The Account code should automatically populate after the reason for substituting is entered. If it does not automatically populate, click on the magnifying glass and only one account code should appear. Click on the account code that appears.
- Click Submit for each week of the pay period otherwise it will not move forward to Payable Time for approval. You should now get a **Submit Confirmation** message. Click the OK button.
- You will be returned to the Timesheet. You should now see be able to view the time you submitted.
- 8.0 You now have finished entering your time!**



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## Itinerant Assignments

### Same Teacher, Multiple Locations

A Per Diem assigned to work for a teacher whose regular schedule requires travel to multiple locations (itinerant assignment) may receive a \$10.00 differential.

The Itinerant Assignment form must be submitted as proof of working at multiple assignments. (See page 30)

Both sections of the form must be completed, signed by an administrator, and sent to the Substitute Management Division in the Human Capital Office.

---

## Extra Block/Extra Period

The number of teaching periods, administrative assignments and other duties shall not exceed the number of teaching periods, administrative assignments and other duties normally taught on the assigned teaching day by the teacher or other person the Per Diem is replacing.

For secondary schools only, if a Per Diem is asked and agrees to work an extra period beyond the absent teacher's schedule and more than five (5) periods per day, he/she shall be compensated at the rate of \$34 per period or \$44 per block period for each extra period worked. No extra time shall be added to the Per Diem's total number of days worked. Extra Block/Extra Period time worked must be entered into the Peoplesoft Time and Labor system. **The extra block/extra period form should only be completed if the substitute has failed to enter his/her time into the district's time and labor system by the payroll.**

---

## Extra Block Extra Period Employee Time Entry Process

An entry should be made for each Extra Block and/or Extra Period the employee works.

The compensation for an extra period is \$34 and for extra block it is \$44.

1. Enter the value 1 for each Extra Block and/or Extra Period worked in the *Day of Week* field(s)
2. Select the correct Time Reporting Code (TRC)
  - SXB** for Sub Extra Block
  - SXP** for Sub Periods
3. If more rows are needed to report working at additional locations, Click on [+]  
**Add a New Row.**

Job Title: Per Diem Teacher - Certified

Empl Record: 0

**Instructions**

\*View By:

Reported Hours: 0.00

[Previous Week](#)

[Next Week](#)

Date:   

Scheduled Hours: 0.00

[Next Employee](#)

From Sunday 01/01/2017 to Saturday 01/07/2017

Sun 1/1	Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Total Hours	Time Reporting Code	Type	Billable	Account Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		SUB - SUBSTITUTE PAY		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		SXB - PER DIEM SUB EXTRA BLOCK		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		SXP - PER DIEM SUB EXTRA PERIOD		<input type="checkbox"/>	<input type="text"/>

1. Do not check the Billable Box; leave it blank.
2. Choosing the correct Account Code is a critical step that is often entered incorrectly. When this occurs, the employee's time is not sent to the correct manager to approve payment and may delay the employee's pay.
3. Click submit for each week of the pay period otherwise it will not move forward to Payable Time for approval.
4. Click the OK button and you will receive a confirmation. You will then be returned to the Timesheet.

If Extra Block/Extra Period time is not entered on your time sheet in Peoplesoft by the payroll schedule deadline, it will be necessary to submit a manual Extra Block/Extra Period form to payroll. Manual forms can be found in this handbook or at your schools' main office.

---

## **Resumption of Per Diem Teaching Employment**

If three or more years have lapsed the Per Diem must follow the same application procedure as a new Per Diem applicant.

## **Commitment for Per Diem Teaching Employment**

To retain employment, Per Diems are encouraged to work at least 10 days per school year.

## **Late Arrivals**

In the event that you will be late for an assignment, you should call the school to which you are assigned. The school should be advised of the circumstances as well as your estimated arrival time. Remember to identify your assignment by the job number. Please confirm at this time whether you will be paid for a full day if arriving late for a full day assignment.

## **Request for Removal from the Per Diem List**

If, during the school year, you wish to remove your name from the City School District's Per Diem list, please submit your written request to the HR Substitute Management Division. Your name will be removed from the Per Diem list upon receipt of your written request.

## **Duty Free Lunch**

All Per Diems shall be entitled to a duty-free lunch period of at least thirty (30) minutes.

## **Summer Employment**

Per Diems are not eligible for summer school assignments.

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## **Personnel Files**

Upon request and by appointment you may review the contents of your personnel file except for confidential references. Appointment requests should be made at least twenty-four (24) hours in advance.

No materials derogatory to a Per Diem's conduct, service, character or personality shall be placed in his/her file or any other records or files maintained by the District, unless the Per Diem has been given or mailed a copy of the material.

A Per Diem shall have the right to submit a written reply to such material and attach it to the file copy. This clause shall not apply to reference information supplied by former employers or by colleges and universities.

## **Expanded Day/Saturday School Program**

Per Diems that accept Expanded Day/Saturday School assignment are required to sign an Authorization for Substitute to Work form which is obtained from the school's main office. The form will be submitted to the Substitute Management Division office for approval by the school. The rate of pay will be \$30/per hour.

## **Weather Emergency Days**

When the school is closed for emergency weather conditions, Per Diems shall be paid for those days the school is closed providing the assignments include the day before and the day after the closing. **Per Diems do not have to work in the same assignment, but must have been assigned to the same school for each of the days in question.** If a Per Diem was not assigned to the same location the day before and after the emergency conditions day or was in different schools, they are not eligible for Inclement weather pay.

For substitutes in long-term assignments, when applicable, snow days or any other days schools may have been closed for emergencies shall be included and count toward the days accumulated for higher pay provided that the substitute teacher works the workdays before and after the closing in the same long-term assignment.

## **Assignment Change after Accepting Assignment**

When a Per Diem reports to a school that subsequently cancels the assignment, the Per Diem must contact the Substitute Management Division for another assignment. Every effort will be made to find him/her another assignment. If no assignment is available, the per diem shall be compensated for that day.

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## **Accepting Assignments**

Per Diems should accept assignments only from a principal and/or their designee or by using SmartFindExpress.

Teachers do not arrange for their own Per Diems. If a teacher would like you to work for them please encourage them to contact an administrator so that a job number in SmartFindExpress can be created.

Make sure to record the date, time, location, job number and other information pertinent to the assignment. The beginning and ending times for Per Diems will vary from school to school. Per Diems must report to work at least 15 minutes before students arrive.

Please be flexible when you arrive for the assignment. There may be times that the school may not need you for the assignment that you picked up, due to the needs of the children, and will assign you to a different classroom.

## **Cancelling Assignments**

In the event you are unable to report to work the assignment should be cancelled in SmartFindExpress and a courtesy call placed to the school to notify them that the assignment may be unfilled.

Per Diems that cancel assignments in SmartFindExpress will not receive notification of other assignments during the callout period.

## **New York State Teachers' Retirement System**

Effective January 1, 1985, New York State law requires that school districts inform Per Diem teachers of their eligibility to join the New York State Teachers' Retirement System. Per Diems are required to read and sign a statement verifying that they have been informed of their eligibility to join the New York State Teachers' Retirement System.

If you are a member of the New York State Teachers' Retirement System, please complete the New York State Retirement Number Registration Form and return it to the Payroll Department. This will ensure proper retirement account credit.



# Itinerant Assignment Verification for Substitute Teachers

<input checked="" type="checkbox"/>			Date(s) Traveled
PRINT Sub Teacher's Last Name	PRINT First Name	Employee ID#	X \$10.00
<input checked="" type="checkbox"/>			X \$10.00
Sub Teacher's Signature		Date Signed	X \$10.00
<b>AM SCHOOL</b>	<b>PM SCHOOL</b>		X \$10.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		X \$10.00
Name of AM SCHOOL	Name of PM SCHOOL		X \$10.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		X \$10.00
Absent Teacher's Name	Absent Teacher's Name		X \$10.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		X \$10.00
AM School Principal Signature	PM School Principal Signature		
<div style="border: 1px solid black; padding: 2px; width: 50px; margin: auto;">Date Signed</div>	<div style="border: 1px solid black; padding: 2px; width: 50px; margin: auto;">Date Signed</div>		

TOTAL DUE

Send Form to the Sub Management Department in  
HR

5424 A \_\_\_\_\_ 9089 1905 (Enter school Dept ID on line)

HCI Approval Signature	Date Signed

Pay Period	
Check Date	

# Substitute Teacher/Substitute Administrator

payroll fax  
262-8193

EMPLOYEE NAME (LAST, FIRST, MI)	EMPLOYEE ID	Record #	DEPT ID/LOCATION	JOB TITLE



Separate lines are required for different account codes and or different Teachers  
Report Elapsed time in Half Days .5, or Full Days 1.0 only

From Sunday		MM/DD/YYYY					To Saturday		MM/DD/YYYY				
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Name and Empl ID# of employee subbed for, or if not substituting for an employee - Provide Reason</b>	<b>Account Code (when required)</b>					
								Acct	Fund	Org	Program	Sub-Class	
								xxxx	- x -	xxxxxx	- xxxx -	xxxx	

From Sunday		MM/DD/YYYY					To Saturday		MM/DD/YYYY				
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Name and Empl ID# of employee subbed for, or if not substituting for an employee - Provide reason</b>	<b>Account Code (when required)</b>					
								Acct	Fund	Org	Program	Sub-Class	
								xxxx	- x -	xxxxxx	- xxxx -	xxxx	

I certify that this is a correct record of days/hours worked for the stated period.

EMPLOYEE SIGNATURE	DATE	AUTHORIZED SIGNATURE	DATE
I understand that if I have failed to provide all the information the time sheet will be returned to me for correction.		I understand that I am still responsible for approving the time worked in the PeopleSoft system.	

# EXTRA BLOCK/EXTRA PERIOD PAYROLL FORM

Today's Date \_\_\_\_\_

**FOR SECONDARY SCHOOLS ONLY:** If a Per Diem Substitute is asked and agrees to work an extra period(s) beyond the absent teacher's schedule and in excess of five (5) periods per day, he/she shall be compensated at the rate of \$34 per period or \$44 per block period for each extra period worked. No extra time shall be added to the per diem substitute's total number of days worked.

	<b>Employee ID#:</b>
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**EMPLOYEE NAME** (LAST, FIRST, MI)

DATE WORKED	5 DIGIT SCHOOL CODE	# PERIODS @\$34.00	# BLOCKS @\$44.00	TOTAL
				\$
				\$
				\$
				\$
				\$

EMPLOYEE SIGNATURE	DATE

PRINCIPAL SIGNATURE REQ FOR SCHOOLS/ Dept. Manager Signature	DATE

\*\*\*\*\*FOR PAYROLL DEPARTMENT USE ONLY\*\*\*\*\*

	<b>CALCULATION</b>	\$
	<b>PAY PERIOD</b>	
BUDGET CODE		
	PAY CHECK DATE	PROCESSED / INITIALS

**Please Return Completed Form to the PAYROLL Department**  
 131 West Broad Street  
 1st Floor  
 Rochester, NY 14614

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**Contact Information**

**SUBSTITUTE MANAGEMENT.... 262-8554**

[Rcsd.Sub.Management@rcsdk12.org](mailto:Rcsd.Sub.Management@rcsdk12.org)

**HUMAN CAPITAL**

Amorette Miller.....262-8585  
**Director of Recruitment, Retention & Selection**

[Amorette.Miller@rcsdk12.org](mailto:Amorette.Miller@rcsdk12.org)

Stephanie Murray.....262-8578  
**Senior Personnel Analyst**

[Stephanie.Murray@rcsdk12.org](mailto:Stephanie.Murray@rcsdk12.org)

RCSD Payroll Helpline .....262-8265  
Sub Payroll Representative.....262-8688

[Payroll@rcsdk12.org](mailto:Payroll@rcsdk12.org)

[Nava.Subramanian@rcsdk12.org](mailto:Nava.Subramanian@rcsdk12.org)

**RTA REPRESENTATIVE**

George Greven .....546-2681

[Georgegreven@frontier.com](mailto:Georgegreven@frontier.com)

**PASSWORD RESET**

IM&T Helpdesk .....262-8151

[helpdesk@rcsdk12.org](mailto:helpdesk@rcsdk12.org)

**WEB BROWSER**

Smart Find Express .....262-8350

<https://rcsd.sfe.powerschool.com/>

Peoplesoft

<https://peoplesoft.rcsdk12.org>

Substitute Management Website

<https://www.rcsdk12.org/Page/871>

School Directory:

<https://www.rcsdk12.org/domain/11468>

[School Address/ Phone List PDF](#)