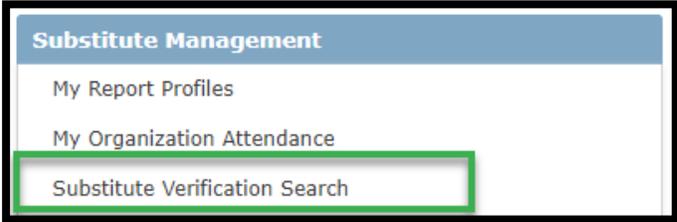


TEAMS: Substitute Time Card Verification for Pay



1. Select **Substitute Management**



2. Select **Substitute Verification Search**

Sub Verification Search | Details | Pay Record Errors | Sub Punches

Start Date: End Date: Sub Verification Status: Emp Absence Status:

Sub Assigned: Yes No Both

Search By: Role Name Organization Location Employee Name Employee ID Substitute Name Substitute ID Sub Job ID

Max Rows:

Organization:

3. Select the **Start Date** and **End Date** (Cannot exceed 36 days).
4. **Sub Verification Status:** Ready to Verify
5. Select **Search**.

PCN	Role Name	Job Title	Substitute	Sub Job ID	Job/Absence Date	Job Start Date	Job End Date	Hours Worked
					02-26-2018	02-20-2018	02-27-2018	0.0

6. Select each record by double clicking on the record.

TEAMS: Substitute Time Card Verification for Pay

7. **Substitute Verification Records:** Substitute information is found on the left of the screen.

Absence and Substitute Job Details

Substitute Verification Records

Select All Verification Records

Job Details

Date 02-28-2018

Sub Name [REDACTED]

Sub Person ID [REDACTED]

Scheduled Time 7:30 AM to 3:30 PM

Clock PUNCHES No Clock PUNCHES → **.*

Hours DO NOT Select Hours 00:00 Half Day Full Day PUNCHES

Pay Rate 17.5

Total Pay \$0.00

Account Code 199.11.6112.0029.114.11.703.0000(100.0)

Consecutive Days 0

Cumulative Days 72

Status Ready to Verify ← Not Verified

Select Verification Record

- **Clock PUNCHES:** Check for Clock punches. Click on the link to add.
- **Lunch:** Within the clock punches, check for Lunch time. Add clock punch for lunch **or** lunch time (notboth!)
- **Account Code:** Will not process without a budget code. If code is missing, contact payroll.
- **Total Pay:** Check to for Pay Amount.
 - Subs filling Exempt positions will be ½ or Full Day (ensure their punches are correct)
 - Subs filling Non Exempt positions will be based on punches
- **Select Verification Record:** Select the checkbox to verify selected record(s).

PUNCHES Details

Sub Job [REDACTED] Sub Job Date: 02-15-20

ID: [REDACTED]

Type	PUNCHES	
In	7:30 AM	ⓘ
Out	4:10 PM	ⓘ

Lunch example without punch. Subs should punch in and out for lunch.

Punch Hours: 08:40

Additional Hours:

Lunch: (minutes)

Total Hours: 08:40

TEAMS: Substitute Time Card Verification for Pay

8. **Absence Time Cards:** Employee Information is found on the right of the screen.

Absence Details

Absent Employee	[Redacted]
Person ID	[Redacted]
Absence Hours	8.0 Absence should match sub 1/2 day or full.
Absence Reason	FMLA
Use Path	Local, State Pers, State Sick
Authorization Code	
Card Status	Pending Approval
Select Time Card	<input type="checkbox"/>

- **Absence Hours:** Verify that the Absence Hours matches the sub time.
 - If employee marked ½ day and was absent for the full day, click on the Absence Hours link to change.
- **Select Time Card:** Check to approve selected Absence Time Card records.
- **Note:** The Substitute Editor is verifying that the records match; the absence still must be approved by the assigned Time Card Approver.

[← Return to Main Page](#)

- Select
- When returning to the main screen, the record you were working on will no longer appear because your beginning search was for “ready to verify” records. This record no longer needs verification. The goal is to verify and approve all records, which will result in no records appearing on the main screen.