SECTION 5.03 – SUBSTITUTE CODING GUIDELINES
Contact: Budget @ Extension 4154 / 4157

A.   Overview
This section provides guidance for situations when you will be required to provide an appropriate account code in the SmartFind *Express* system, as well as coding of time sheets for employees providing substitute coverage.

B.   References
Refer to Section 3 of this manual for detailed information on org keys and object codes.

Refer to Section 5.01 of this manual for processing of time sheets.

C.   Substitutes via SmartFind *Express*
Programming is in place to provide an account code during the interface from SmartFind *Express* to IFAS based on certain criteria.
- **Certificated Staff – Basic Ed**
    o Non-work related absences (i.e.: sick, personal day, jury duty, etc) are coded to the central substitute budget, 01AALL4300-4225
    o Work related absences are coded based on the reason code used. If 'Job Related Leave' is used, you will be asked to provide an appropriate code (see below)

- **Certificated Staff – Other (Spec Ed, Title I, CTE, etc)**
    o Non-work related absences are coded to the employee's regular salary code.
    o Work related absences are coded based on the reason code used. If 'Job Related Leave' is used, you will be asked to provide an appropriate code (see below)

- **Classified Staff**
    o Non-work related absences are coded to discretionary budgets.
        ▪ **Schools Basic Ed staff** - If the employee will be or has been out for more than 1 month, contact the budget office at x4154 to facilitate an account code change
    o Work related absences for classified staff will require an account code in SmartFind *Express* (see below)

There are situations however, when you will be asked by the Sub Desk, or prompted in SmartFind *Express* to provide an org key (account code). The object code will be provided during the interface to IFAS. The two most common reasons are vacancy or workshop. These are coded as follows:
- **Vacancy – certificated or classified**
    o If known, use the same code as the vacating employee
    o School Basic Ed staff, 01AALL4200 (AA is the activity code, 27 for teaching, 22 for Library, 23 for Administration or office support, 24 for counseling, 25 for student safety, 28 for

advisors, or refer to section 3.04 of your Business Information Manual for a list)
- o School CTE staff, 3127LL5900
- o Other Categorical, code as appropriate for the program
- o Departments, code as appropriate for your department

- **Workshop – certificated or classified** (when reason code 'Job Related Leave' is used)
  - o Use appropriate code for grant, categorical or other special purpose fund
  - o For schools, if no special purpose coding applies, use a school discretionary account code
  - o Departments, code as appropriate for your department

D. <u>Time Sheet Coding for Class Coverage, Missed Planning Time</u>

There are many instances in which existing staff are providing class coverage or who had students through their assigned planning time. Some of these examples are:

- Teacher missed planning time to sub in another class
- Teacher missed planning time, planning teacher out (i.e.: PE, music, library, etc.)
- Substitute did not report, or left early
- Substitute not obtained (too late, minimal coverage needed)

Staff will be completing time sheets and they should be coded *based on the reason for the absent employee.*

- Non-job related (example: sick) - use central substitute account code 0127LL**4300**-422**5**
- Job related (example: district required testing) - use central substitute account code 0127LL**4300**-422**6**

In all instances, under Duties Performed on the time sheet, identify the name of the absent employee with a brief description (i.e.: class coverage for Susie Smith; missed planning time, John Doe out; sub for Sally Jones left early). Please also see section 5.01 for complete instructions on timesheet completion.