

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 BusinessPlus only when the job is linked to a specific absent employee. All other substitute jobs or time sheet pay for substitutes will need an org key assigned and for time sheet substitute pay, an object code also.

D. **Coding Matrix**

The matrix below provides org key and object code coding guidance for school office manager use and are only for basic education staff. Substitutes for special education, CTE, Title I, LAP or ELL staff should be managed by that department's designee.

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.

Certificated Basic Ed Staff

	Reason	Org Key*	Object Code*	Comments
1	Vacant classroom teacher.	0127LL <u>4200</u>	422 <u>5</u>	Central code
2	Any non-work related (sick, jury duty, personal day, etc	0127LL <u>4300</u>	422 <u>5</u>	Central code
3	DRA substitute	0127LL4388	422 <u>6</u>	Central code
5	Kindergarten Conferencing	0127LL <u>4300</u>	422 <u>6</u>	Central code
6	Substitute for workshop/training organized by curriculum office			Substitute will be entered by curriculum office and appropriate code assigned
7	Substitute for <u>professional development</u> workshop/training organized by school	01 <u>31</u> LL0000 (or other discretionary prof dev code)	422 <u>6</u>	
8	Substitute for testing or other reason not included in matrix organized by school ¹	0127LL0000 (or other discretionary code)	422 <u>6</u>	
9	Teacher substituting during planning/prep time or missed planning time (non work related absent teacher)	0127LL4300	422 <u>5</u>	Central code
10	Teacher substituting during planning/prep time or missed planning time (work related absent teacher)		422 <u>6</u>	Refer to reason numbers 6, 7 and 8 above. If the sub is needed for reason number 6, contact the curriculum office. They will need the time sheet forwarded to them for coding and signature authorization.

****for SHS, the org keys are the same format, but begin with '02'.***

¹ when requesting a substitute for multiple assignments/classes, please use reason code 'TEMP/XTRA HELP/MULTI CLASS' in the SME (Smart Find Express) system.

Classified Basic Ed Staff

	Reason	Org Key*	Object Code*	Comments
1	Vacant position	01AALL <u>4200</u>	432 <u>5</u>	Central code
2	Any non-work related (sick, jury duty, etc ²	01AALL0000	432 <u>5</u>	School discretionary code
3	Substitute for workshop/training organized by curriculum office			Substitute will be entered by curriculum office and appropriate code assigned
4	Substitute for workshop/training (prof dev) for classified instructional staff organized by school	01 <u>31</u> LL0000 (or other discretionary Prof Dev code)	4326	
5	Substitute for workshop/training for classified non-instructional staff organized by school	01AALL0000 (or other discretionary code)	4326	

****for SHS, the org keys are the same format, but begin with '02'.***

²school discretionary budgets cover this type of substitute for up to 30 days. If/when an employee is out for more than 30 days, the district central budget of 01AALL4300-4325 will cover the substitute. However, if the employee is in a key

position as determined by the principal, he or she may contact the budget office to discuss having the central budget cover a substitute within the 30 days.

**You will not need to include the object code if entering a job in the SME system, this is provided for time sheet use and report interpretation.*

AA = activity code. Use the activity code for the position/person for which you are obtaining the substitute. For example, if the sub is for supervision, you would use 25, office staff would be 23.

LL = school location code.

Object Code Descriptions

Certificated Object Code	Classified Object Code	Purpose
4222	4322	Extra pay not in substitute situation
4224	4324	Workshop pay for staff attending workshop beyond regular hours
4225	4325	Pay for work performed as a substitute for staff out due to a non-work related reason (sick, jury duty, bereavement, personal day, etc)
4226	4326	Pay for work performed as a substitute for staff out due to a work related reason (workshop, training, class, etc)