

TO: Building Secretaries

FROM: Ruth Bankhead, Director, Human Resources, Non-Instructional *RB*

RE: Collection of Time Cards for Substitutes

DATE: November 7, 2018

I want to say thank you for all of your hard work in assisting Human Resources to get substitutes in classrooms on October 23, 2018. Hopefully things have quieted just a bit for you. As far as Human Resources, we now have established hours to take paperwork so that we can get our other duties accomplished. In case you are asked, we take paperwork from 9:00 a.m. - 11:00 a.m. and from 2:00 p.m. - 3:00 p.m. Monday through Friday.

The second part of this memo is in regard to the time cards that you are responsible for. There may be some training involved, but our District was previously responsible for the time cards when we were in charge of substitutes. There are steps that must be taken in order to correctly process the cards:

1. A complete time card includes substitute's name, ID#, account number to be used and proper signatures of sub, principal and department head if necessary. Also please include building location so if there are questions we may contact the building.
2. Turn time cards in to payroll a few times a week so they may be processed in payroll.

The District is currently reviewing next steps as far as a substitute company goes and when a decision is made, you will be notified. Again, thank you for all of your hard work.

cc: Executive Cabinet
General Administrators
Department - Payroll