



# MANAGING ABSENCES FOR TEACHERS, PARAPROFESSIONALS AND SECRETARIES

Best practices for managing your substitutes.

## DAILY ACTIVITIES USING THE SMARTFIND EXPRESS SYSTEM:

Timekeeper should:

1. Validate Your Building Attendance
  - a. Run Daily absence Report
  - b. Ensure staff called in for subs
  - c. Ensure subs have valid job number
  - d. Ensure staff is properly using sick time (sick time can only be used for reasons allowed by law)
  - e. If no sub is available or was called, designate class coverage
  - f. Subs should be only used for full day absences. Partial day absences should use class coverage.
  - g. If sub did not report, contact the sub center by email or phone. This is the only way the sub center knows the person is not there.
  - h. Review Substitute Time daily in workday
  - i. Ensure sign in and sign out times align with time in workday. Adjust as necessary.
2. Plan Ahead
  - a. Encourage staff to enter absences as far in advance as possible.
  - b. Ensure subs and other employees sign in and sign out everyday. Use this log to reconcile class coverage.
  - c. Review Substitute Time for prior work day
  - d. Ensure subs are secured for absences
  - e. Extend assignments (when needed) by calling the Substitute Center before 11:00 a.m.
3. Assist the Substitute
  - a. Provide an orientation for the substitute in the building.
  - b. Provide proper policies and procedures: lunch/break/restroom policies and school rules.
  - c. Provide lesson plans to substitutes unless otherwise instructed by absent teacher/paraprofessional.
4. Weekly: Submit all time to Principal for Approval
  - a. Ensure class coverage is properly entered for both teachers and subs. Ensure teachers have taken time off (SPL or Sick) if they have not been in building for full or partial day.
  - b. Confirm start and end times
  - c. Ensure teacher/paraprofessional/secretary had sick time or special privilege leave added in timekeeping (partial and full day absences)

- d. Ensure substitute time is correct and make adjustments to time as needed. Inform substitute of change, and have substitute validate/approve in Workday.
5. Meet the Pay Timelines
- a. Substitute Secretary Pay must be submitted by End of Day Monday
  - b. Substitute Teacher and Paraprofessional Pay should be submitted by the 1<sup>st</sup> and 16<sup>th</sup> of every month.

## ADDITIONAL RESOURCES:

Insert Principal/Timekeeper "Who to contact" once updated.

[Timekeeper Guide](#)

[Payroll Calendar](#)

[Employee Leave of Absence \(LOA\)](#)

[Family Leave of Absence \(LOA\)](#)