



SUBSTITUTE TEACHER/PARAPROFESSIONAL/SECRETARY DAILY ROUTINE

The following guidelines are provided for substitute teachers, paraprofessionals and secretaries to perform daily to ensure assignments, timekeeping and payroll are processed accurately and timely.

Daily Routine applies to DAY TO DAY subs, SHORT-TERM subs, and LONG-TERM subs

It is your responsibility to maintain your calendar and ensure SFE and Workday entries are entered timely and correct

Before reporting to your daily assignment

- Check CMSD webpage for any school closures or important messages.
- Read CMSD email. All Smart Find and Workday modifications will be sent email.
- Check SmartFind Express profile to confirm and maintain your SFE calendar.
- Review your SFE calendar to confirm assignment, dates of assignment, class coverage and **obtain Job number**.
- Call the sub center for any discrepancy, do not report.

Report to your school

- Report to your assignment once you have confirmed your job number is accurate.
- Sign in with the school secretary, confirm assignment and job number.
- Maintain contact/communicate with Principal should the assignment duration change.

General Information for Daily Activities

- If substitute accepts assignment and then becomes ill and unable to report to assignment, call the Sub Center **immediately** to let them know you will be out.
- Assignment not showing and/or incorrect? Call Substitute Coordinator at 838-0077 as soon as possible.
- Any Potential discrepancies stay at school to address, these may include:
 - two subs arrive for the same job
 - Teachers may report without cancelling a prior absence
 - Principal may request an assignment change
- Confirm classroom instructions including lesson plans, seating assignments, special needs, etc.
- Understand Principal's expectations.

End of the day

- Sign on to Workday to review and confirm assignment has uploaded
- Specific items to enter and validate include:

- Review the assignments and complete the submission of your time and all is correct.
- Add class coverage
- Add supplemental income (ensure proper authorization where necessary)
- ANY transaction you need help with entering or correcting in the Workday, see your timekeeper.
- Submit time

Adhere to Payroll Deadlines

Daily

- Confirm assignment calendar and submission are correct
- Submit time daily

Weekly

- **Final Bi-Weekly Time Submission (Non CTU)**

Employees must submit time by payday Friday.

- **Final Semi-Monthly Time Submission (CTU)**

Employee submits by 15th or last day of the month (unless this falls on a weekend or holiday, the deadline will be the following business day).