

FINANCE

Budgeting

Substitutes—Allocations and Time and Attendance Reporting

I. PURPOSE

To define the purpose for which funds for substitute teachers, instructional assistants, public health training assistants, and public health attendants are allocated and the proper index and subobject codes to be used when reporting time and attendance for authorized substitutes.

This notice is for reference through June 30, 2010.

II. ALLOCATION OF FUNDS

Funds for substitutes are allocated per the guidelines attached.

III. TIME AND ATTENDANCE REPORTING

Time and attendance reporting for substitute teachers, instructional assistants (IA), public health training assistants (PHTA), and public health attendants (PHA) (Group 01) shall be completed on payroll form 73-39 (Group 01), Time Report for Substitute Teacher, Instructional Assistant (IA and PHA), and PHTA. This form shall be used for reporting time and attendance daily through the computer terminal and shall be retained at the work location as a part of the permanent time and attendance records.

The Instructional Services Department and the Department of Special Services will provide a memorandum detailing the appropriate index and subobject codes for specific activities not listed on the attachment.

Attachment

SUBSTITUTE BUDGET CODING

CATEGORY	SUBCATEGORY	LEAVE AUTHORITY	INDEX	SUBOBJECT
Sick and Personal Leave	Sick Leave	School or Center Principal	School or Center General Instruction	2020
	Personal Leave	School or Center Principal	School or Center General Instruction	2020
	Family and Early Childhood Education Program (FECEP)	Instructional Services Department	740110	2020
	Title I	Title I Office or Principal	706800	2020
	Leave Without Pay	School or Center Principal	To Be Obtained From Authority	2020
Official Leave or Vacancy	Kindergarten (Parent-Teacher Conference) First Nine Weeks Only	School Principal	800909	2021
	Administrative Leave	Cluster Director or Assistant Superintendent	To Be Obtained From Authority	2021
	Civil Leave	School or Center Principal	800909	2021
	Military Leave	Department of Human Resources	800909	2021
	Job-Related Injury	Department of Human Resources	800909	2021
	Jury Duty	School or Center Principal	800909	2021
	Religious Holiday	Program Manager	800909	2021

Covered employees include general education classroom teachers, FECEP teachers and assistants, kindergarten teachers and assistants, special education school-based classroom teachers and assistants, music and physical education teachers, professional technical studies teachers, center-based gifted and talented teachers, and center-based special education teachers and assistants.

SUBSTITUTE BUDGET CODING

CATEGORY	SUBCATEGORY	LEAVE AUTHORITY	INDEX	SUBJECT
	Vacancy	Department of Human Resources	800909	2021
	Grant Programs	Memorandum to Be Provided	To Be Obtained From Memorandum	2021
	Other	Memorandum to Be Provided	To Be Obtained From Memorandum	2021
Training	In-Service Training and School-Based Staff Development	School or Center Principal	School or Center Staff Development "XXX217"	2030
Other	Field Trips (Student Activities)	School or Center Principal	School or Center General Instruction	2022
	Short-Term Disability	Department of Human Resources	825909	2026
	Organizational Leave	Department of Human Resources	820900	2023

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