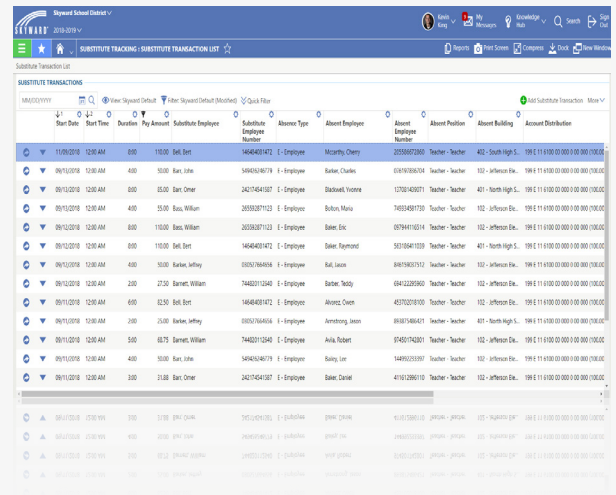


# SUBSTITUTE TRACKING

LOCATE, PAY, AND MANAGE SUBSTITUTES. STAY COMPLIANT WITH ACA REQUIREMENTS. SOFTEN THE IMPACT OF YOUR TEACHERS' SICK DAYS.

- Establish pay rates with custom rate tables
- Automate pay increases based on sub frequency
- Auto-calculate half-day, full-day, or hourly rates
- Integrate with third-party sub calling systems to eliminate data entry for paying substitutes



Start Date	End Date	Duration	Pay Amount	Substitute Employee	Absent Employee	Absent Position	Account Distribution
11/09/2018	12:05 AM	0:00	10.00	14044031472	1-Employee	McCarthy, Cheryl	402 - South High 5 - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:00 AM	4:00	35.00	549434246719	1-Employee	Kaiser, Charles	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:05 AM	0:00	05.00	24217041187	1-Employee	Blackwell, Yvonne	401 - North High 5 - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:05 AM	4:00	35.00	20333071123	1-Employee	Kubus, Maria	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00
09/12/2018	12:00 AM	0:00	10.00	20333071123	1-Employee	Kaiser, Eric	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00
09/12/2018	12:00 AM	0:00	10.00	14044031472	1-Employee	Kaiser, Raymond	401 - North High 5 - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:00 AM	4:00	35.00	030217646638	1-Employee	Kal, Lucas	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00
09/12/2018	12:00 AM	2:00	27.50	74402012340	1-Employee	Kaiser, Todd	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:05 AM	6:00	62.50	14044031472	1-Employee	Alvarez, Owen	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:00 AM	2:00	25.00	030217646638	1-Employee	Armstrong, James	401 - North High 5 - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:05 AM	5:00	48.75	74402012340	1-Employee	Ariza, Robert	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:00 AM	4:00	35.00	549434246719	1-Employee	Sastry, Len	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00
09/11/2018	12:05 AM	3:00	31.00	24217041187	1-Employee	Kaiser, Daniel	102 - Jefferson Ex. - 199 E 11 6100 00 000 0 000 100.00

## SUBSTITUTES AT YOUR FINGERTIPS

It happens all the time; a teacher calls in sick and you need a substitute right away. Now, you'll be able to pull up available subs and maintain a detailed record of when they subbed, who they subbed for, and their pay rate.

## AVOID ACA MISHAPS

We've built in an ACA hours field so you can keep an eye on which subs are approaching 30 hours per week.

## VERIFY SUBSTITUTE COVERAGE

You can easily reconcile substitute records with employee time off transactions, giving you peace of mind.