## **Title I Substitute and Tutor Procedures**

# For non-Denton ISD employee substitutes (and/or sub tutors, etc.) to be paid from Title I funds

- 1. Campus completes the following fields on the Employee Absence from Duty Report & Substitute Usage Form by hand.
  - Name
  - Campus
  - Period ending (i.e. 10/31 [October 31])
  - Employee #

Name Extra Duty Intervention	AMPUS: ABCDEFG HIJK Ele				
PERIOD ENDING: October 31	EMPLOYEE#:				
This is to certify that I was absent from duty on the dates shown below and for the reasons indicated. It is requested that these a against my accumulated sick leave, if applicable, under the sick leave policy. I understand that the reason for absence from a changed after submitting to the business office.					
Days not charged					
Educational leave (Reason and/or name of conference	e)				
Date(s)					
o Total days					
Employee signature					
DAYS NOT CHARGED:   Educational Leave (Reason)					
	mployee's Signature				
Employee number of substitute	mployee's Signature				
Employee number of substitute Substitute] Name	mployee's Signature				
Employee number of substitute Substitute] Name ist of days worked for the employee					
Employee number of substitute Substitute] Name ist of days worked for the employee  Mark "1" for a full day and "½" for a half day under e					
Employee number of substitute Substitute] Name List of days worked for the employee					
Employee number of substitute  Substitute] Name  List of days worked for the employee  Mark "1" for a full day and "½" for a half day under e  Substitute signature	ach date worked				
Employee number of substitute  Substitute] Name  List of days worked for the employee  O Mark "1" for a full day and "½" for a half day under e  Substitute signature  Principal/assistant principal signature  SUBSTITUTE TEACHER — CAMPUS VERIFICE	ach date worked				
Employee number of substitute  Substitute] Name  List of days worked for the employee  Mark "1" for a full day and "½" for a half day under esubstitute signature  Principal/assistant principal signature  SUBSTITUTE TEACHER — CAMPUS VERIFICATION NAME: Anita Ra	ach date worked  ATION FORM ise				
Employee number of substitute  Substitute] Name  ist of days worked for the employee  Mark "1" for a full day and "½" for a half day under e  substitute signature  Principal/assistant principal signature  SUBSTITUTE TEACHER — CAMPUS VERIFICE	ach date worked  ATION FORM ise				

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Original - Payroll Office 2nd Copy - Campus 3rd Copy - Teacher 4th Copy - Substitute

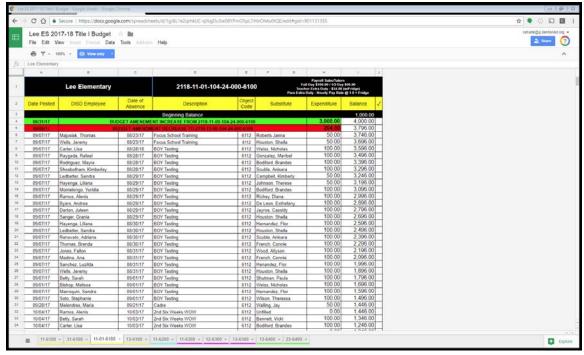
Substitute's Signature

11/03

Approved by Principal or Assistant Principal

- 2. The Secretary of Federal & State Programs screens the Employee Absence from Duty Report & Substitute Usage Form to verify the following:
  - a. the absence supports an allowable Title I expenditure
    - i. If allowable, go to step b.
    - ii. If unsure, the Secretary of Federal & State Programs flags the report(s) in question with a pink Post-It Note.
      - The Secretary of Federal & State Programs places the Employee Absence from Duty Report & Substitute Usage Form into a folder with all other campus forms and places the folder on the desk of the Coordinator of Federal & State Programs.
      - The Coordinator of Federal & State Programs examines the Employee Absence from Duty Report & Substitute Usage Form flagged with pink Post-It Notes by the Secretary of Federal & State Programs to determine if the expenditure is allowable or unallowable.
        - If allowable, the Coordinator of Federal & State Programs initials the Employee
           Absence from Duty Report & Substitute Usage Form and returns all approved forms to the Secretary of Federal & State Programs.
        - o If unallowable, the Coordinator of Federal & State Programs writes "unallowable" and initials the Employee Absence from Duty Report & Substitute Usage Form.
          - The Secretary of Federal & State Programs contacts the campus secretary to notify the campus the expenditure is unallowable and must be coded with another fund source.
          - The Secretary of Federal & State Programs returns the Employee Absence from Duty Report & Substitute Usage Form to the campus via intercampus mail.
  - b. The Secretary of Federal & State Programs verifies the account code on the Employee Absence from Duty Report & Substitute Usage Form.
- 3. The Secretary of Federal & State Programs enters the following onto the **district** copy of the Title I Campus Excel Spreadsheet(s):
  - c. date the substitute was used
  - d. the name of the substitute
  - e. the name of the teacher
  - f. the total cost of the sub in the "Encumbrance" column
    - i. Full day tutors are paid according to the Salary Scale in the Denton ISD Substitute Personnel Handbook located on the Denton ISD Human Resources website under <u>Substitute Employee</u> <u>Information</u> and are rounded to \$100 to cover fringe benefits.
    - ii. Half-day subs are paid half of the amount noted above and are rounded to \$50 to cover fringe benefits.

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- 4. Using the dated Federal Programs Department stamp, the Secretary of Federal & State Programs stamps the original Employee Absence from Duty Report & Substitute Usage Form.
- 5. The Secretary of Federal & State Programs makes a copy of the form(s) and files the form(s).
- 6. The Secretary of Federal & State Programs sends the original copies to the Payroll Department.

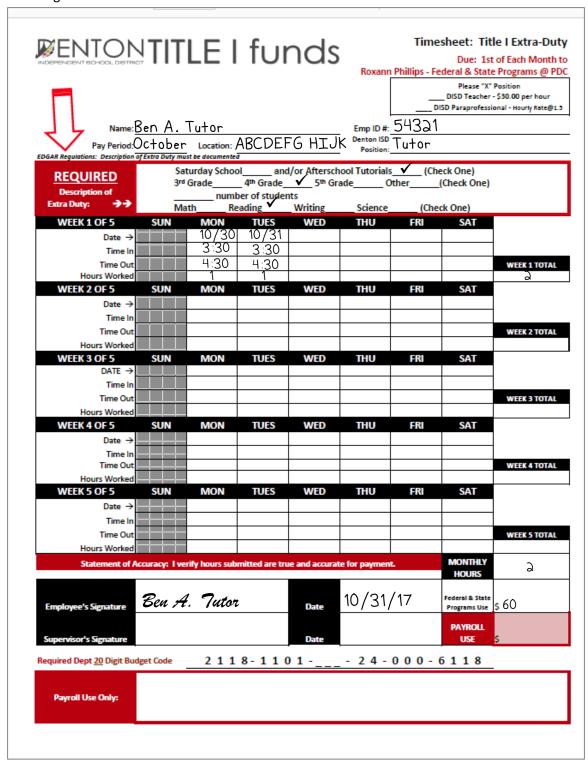
Note: All Employee Absence from Duty Report & Substitute Usage Form are due to the Federal & State Programs department by the 1<sup>st</sup> of each month. Send Employee Absence from Duty Report & Substitute Usage Forms weekly.

### For a "regular" Denton ISD employee to tutor and be paid from Title I funds

- 1. Campus completes the following fields on the Extra Duty Timesheet by hand.
  - In the "X" Position box, mark the following:
    - 1. a certified, Denton ISD teacher is paid an hourly rate of \$30 and is rounded to \$34 to cover fringe benefits
    - 2. a teacher aide/paraprofessional is paid his/her hourly rate plus fringe benefits; and if he/she exceeds 40 hours, he/she will receive time and a half plus fringe benefits
  - Name
  - Employee ID
  - Pay period [Monthly due the 1<sup>st</sup> of each month]
  - Campus/department
  - Position [circle area of content i.e. Math, Reading, Science, Social Studies]
  - Date
    - o Time in
    - o Time out
    - o Hours worked
    - o Total [monthly hours]
  - Employee signature
  - Date

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- Supervisor signature
- Date
- Budget code



- 2. The Secretary of Federal & State Programs screens the Extra Duty Timesheet to verify the account code on the Extra Duty Timesheet is correct.
  - i. If the account codes do not match, the campus is contacted to verify the correct account code to use.

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- 3. The Secretary of Federal & State Programs transfers the following information onto a Payroll Authorization Form:
  - a. [Pay] period beginning
  - b. [Pay] period ending
  - c. Signature of program director
  - d. Name of program
  - e. Employee ID
  - f. Name of employee
  - g. Current [employee] campus
  - h. Amount due
  - i. Budget code



#### DENTON INDEPENDENT SCHOOL DISTRICT Division of Administrative Services

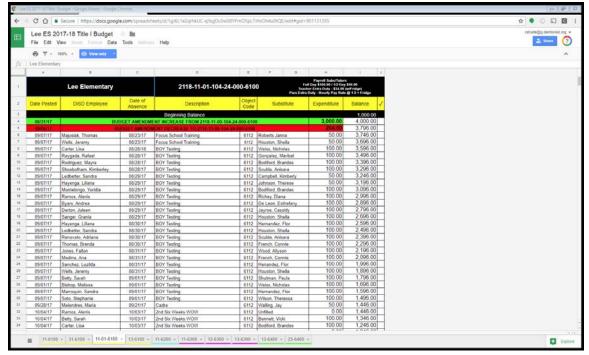
#### PAYROLL AUTHORIZATION

Payroll authorizat for payment the fo			th of the moi	nth. Authorizations rece	eived after ti	he 9th will	be processed
Period Beginning:				Period Ending:			
	Month	Day	Year		Month	Day	Year
Signature	of Program	Director			Name o	f Program	

Employee ID#	Name of Employee	Current Campus	Hours Worked	Hourly Rate	Amount Due	Budget Code
					0	
					0	

- 4. The Secretary of Federal & State Programs enters the following onto the district copy of the Title I Campus Google Sheet:
  - a. month the tutor was used
  - b. the name of the tutor
  - c. the total cost of the tutor in the "Encumbrance" column
    - i. \$34 per hour will be deducted to account for fringe benefits for a certified teacher/all levels
    - ii. for paraprofessionals, the employee's hourly (or hourly plus time and a half) amount plus fringe benefits will be deducted

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- 5. The Secretary of Federal & State Programs places the Payroll Authorization into a folder with all other campus forms and places the folder on the desk of the Coordinator of Federal & State Programs.
- 6. The Coordinator of Federal & State Programs signs the Payroll Authorization and returns all approved forms to the Secretary of Federal & State Programs.
- 7. The Secretary of Federal & State Programs makes a copy of the form(s) and files the form(s).
- 8. The Secretary of Federal & State Programs sends the original copies to the Payroll Department.

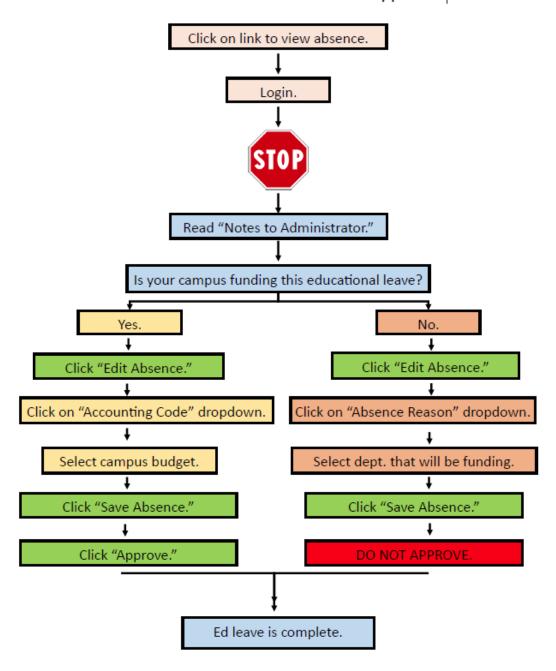
Note: All Extra Duty Timesheets are due to the Department of School Improvement and Support (Federal Programs) by the 1st of each month.

# For employee absences requiring a substitute (i.e. supplemental planning, PLC days, etc.)

1. Follow the Procedures for Educational Leave approvals flowchart below.

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### Procedures for Educational Leave approvals



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