

# 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 #

**Denton Independent School District  
EMPLOYEE ABSENCE FROM DUTY REPORT & SUBSTITUTE USAGE FORM**

NAME: Extra Duty Intervention      CAMPUS: ABCDEFGH IJK Elementary

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 days be applied against my accumulated sick leave, if applicable, under the sick leave policy. I understand that the reason for absence from duty cannot be changed after submitting to the business office.

- Days not charged
  - Educational leave (Reason and/or name of conference)
  - Date(s)
  - Total days
- Employee signature

DAYS NOT CHARGED:	Total # Days
<input type="checkbox"/> Educational Leave (Reason) _____ Date(s) _____	_____
<input type="checkbox"/> Comp Time Taken (Attach Comp Time Form) Date(s) _____	_____
<input type="checkbox"/> Jury Duty (Attach copy of Summons) Date(s) _____	_____
<input type="checkbox"/> Military (Attach copy of Orders) Date(s) _____	_____

\_\_\_\_\_  
Employee's Signature

- 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 each date worked
- Substitute signature
- Principal/assistant principal signature

**SUBSTITUTE TEACHER — CAMPUS VERIFICATION FORM**

EMPL# OF SUBSTITUTE: 12345      NAME: Anita Raise

Please list below only the days worked for the above employee.     Teacher     Aide     Other \_\_\_\_\_

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09
									1	1	1	½																		

Total days taught this report: 3½

Anita Raise \_\_\_\_\_  
Substitute's Signature

\_\_\_\_\_  
Approved by Principal or Assistant Principal

Original - Payroll Office    2nd Copy - Campus    3rd Copy - Teacher    4th Copy - Substitute    PAY01

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.
        - 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 [Substitute Employee Information](#) 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.

Lee Elementary		2118-11-01-104-24-000-6100					Payroll Substitutes Full Day \$100.00 / 1/2 Day \$50.00 Teacher Extra Duty \$50.00 (per minute) Para Extra Duty - Hourly Pay Rate @ 1.5 x Fringe	
Date Posted	DISD Employee	Date of Absence	Description	Object Code	Substitute	Expenditure	Balance	
Beginning Balance							1,000.00	
BUDGET AMENDMENT INCREASE FROM 2118-11-01-104-24-000-6100							3,000.00	4,000.00
BUDGET AMENDMENT INCREASE TO 2118-11-01-104-24-000-6100							204.00	3,796.00
05/07/17	Majusiak, Thomas	08/23/17	Focus School Training	6112	Roberts, Jenna	50.00	3,746.00	
05/07/17	Wells, Jeremy	08/23/17	Focus School Training	6112	Houston, Sheila	50.00	3,696.00	
05/07/17	Carter, Lisa	08/28/18	BOY Testing	6112	Weiss, Nicholas	100.00	3,596.00	
05/07/17	Raygada, Rafael	08/28/17	BOY Testing	6112	Gonzalez, Maribel	100.00	3,496.00	
05/07/17	Rodriguez, Mayra	08/28/17	BOY Testing	6112	Boedford, Brandes	100.00	3,396.00	
05/07/17	Shoebottom, Kimberley	08/28/17	BOY Testing	6112	Scoble, Antiana	100.00	3,296.00	
05/07/17	Ledbetter, Sandra	08/29/17	BOY Testing	6112	Campbell, Kimberly	50.00	3,246.00	
05/07/17	Hayenga, Liliana	08/29/17	BOY Testing	6112	Johnson, Theressa	50.00	3,196.00	
05/07/17	Montelongo, Yuridia	08/29/17	BOY Testing	6112	Boedford, Brandes	100.00	3,096.00	
05/07/17	Ramos, Aleris	08/29/17	BOY Testing	6112	Richey, Diana	100.00	2,996.00	
05/07/17	Byars, Andrea	08/29/17	BOY Testing	6112	Da Leon, Esthelfany	100.00	2,896.00	
05/07/17	Denton, Aileen	08/29/17	BOY Testing	6112	Jayroe, Cassidy	100.00	2,796.00	
05/07/17	Sanger, Granita	08/29/17	BOY Testing	6112	Houston, Sheila	100.00	2,696.00	
05/07/17	Hayenga, Liliana	08/30/17	BOY Testing	6112	Hernandez, Flor	100.00	2,596.00	
05/07/17	Ledbetter, Sandra	08/30/17	BOY Testing	6112	Houston, Sheila	100.00	2,496.00	
05/07/17	Renovato, Adriana	08/30/17	BOY Testing	6112	Scoble, Antiana	100.00	2,396.00	
05/07/17	Thomas, Brenda	08/30/17	BOY Testing	6112	French, Connie	100.00	2,296.00	
05/07/17	Jones, Fallon	08/31/17	BOY Testing	6112	Wood, Alyson	100.00	2,196.00	
05/07/17	Medina, Aina	08/31/17	BOY Testing	6112	French, Connie	100.00	2,096.00	
05/07/17	Sanchez, Luzilda	08/31/17	BOY Testing	6112	Hernandez, Flor	100.00	1,996.00	
05/07/17	Wells, Jeremy	08/31/17	BOY Testing	6112	Houston, Sheila	100.00	1,896.00	
05/07/17	Betty, Sarah	09/01/17	BOY Testing	6112	Shutman, Paula	100.00	1,796.00	
05/01/17	Bishop, Melissa	09/01/17	BOY Testing	6112	Weiss, Nicholas	100.00	1,696.00	
05/07/17	Marroquin, Sandra	09/01/17	BOY Testing	6112	Hernandez, Flor	100.00	1,596.00	
05/07/17	Soto, Stephanie	09/01/17	BOY Testing	6112	Wilson, Theressa	100.00	1,496.00	
05/28/17	Molendres, Maria	09/21/17	Cadre	5112	Walling, Jay	50.00	1,446.00	
10/04/17	Ramos, Aleris	10/03/17	2nd Six Weeks WOW	6112	Unfilled	0.00	1,446.00	
10/04/17	Betty, Sarah	10/03/17	2nd Six Weeks WOW	6112	Bennett, Vicki	100.00	1,346.00	
10/04/17	Carter, Lisa	10/03/17	2nd Six Weeks WOW	6112	Boedford, Brandes	100.00	1,246.00	


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

- Campus completes the following fields on the Extra Duty Timesheet by hand.
  - In the “X” Position box, mark the following:
    - a certified, Denton ISD teacher is paid an hourly rate of \$30 and is rounded to \$34 to cover fringe benefits
    - 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
    - Time in
    - Time out
    - Hours worked
    - Total [monthly hours]
  - Employee signature
  - Date

- Supervisor signature
- Date
- Budget code



INDEPENDENT SCHOOL DISTRICT

**Timesheet: Title I Extra-Duty**

**Due: 1st of Each Month to Roxann Phillips - Federal & State Programs @ PDC**

Please "X" Position  
 \_\_\_ DISD Teacher - \$30.00 per hour  
 \_\_\_ DISD Paraprofessional - Hourly Rate@1.3

**Name:** Ben A. Tutor      **Emp ID #:** 54321

**Pay Period:** October      **Location:** ABCDEFG HIJK      **Denton ISD:** Tutor

**Position:** Tutor

EDGAR Regulations: Description of Extra Duty must be documented

**REQUIRED** Description of Extra Duty: →→

Saturday School \_\_\_ and/or Afterschool Tutorials  (Check One)

3<sup>rd</sup> Grade \_\_\_ 4<sup>th</sup> Grade  5<sup>th</sup> Grade \_\_\_ Other \_\_\_ (Check One)

number of students

Math \_\_\_ Reading  Writing \_\_\_ Science \_\_\_ (Check One)

	SUN	MON	TUES	WED	THU	FRI	SAT	
<b>WEEK 1 OF 5</b>								
Date →		10/30	10/31					
Time In		3:30	3:30					
Time Out		4:30	4:30					
Hours Worked		1	1					<b>WEEK 1 TOTAL</b>
								2
<b>WEEK 2 OF 5</b>								
Date →								
Time In								
Time Out								
Hours Worked								<b>WEEK 2 TOTAL</b>
<b>WEEK 3 OF 5</b>								
DATE →								
Time In								
Time Out								
Hours Worked								<b>WEEK 3 TOTAL</b>
<b>WEEK 4 OF 5</b>								
Date →								
Time In								
Time Out								
Hours Worked								<b>WEEK 4 TOTAL</b>
<b>WEEK 5 OF 5</b>								
Date →								
Time In								
Time Out								
Hours Worked								<b>WEEK 5 TOTAL</b>
<b>Statement of Accuracy: I verify hours submitted are true and accurate for payment.</b>								<b>MONTHLY HOURS</b>
								2
<b>Employee's Signature</b>	Ben A. Tutor			<b>Date</b>	10/31/17			<b>Federal &amp; State Programs Use</b>
								\$ 60
<b>Supervisor's Signature</b>				<b>Date</b>				<b>PAYROLL USE</b>
								\$
<b>Required Dept 20 Digit Budget Code</b> 2 1 1 8 - 1 1 0 1 - ___ - 2 4 - 0 0 0 - 6 1 1 8								
<b>Payroll Use Only:</b>								

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.

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 authorization is due in by the 9th of the month. Authorizations received after the 9th will be processed for payment the following month.*

Period Beginning: \_\_\_\_\_  
Month Day Year

Period Ending: \_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
*Signature of Program Director*

\_\_\_\_\_  
*Name of 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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Date Posted	DISD Employee	Date of Absence	Description	Object Code	Substitute	Expenditure	Balance
Beginning Balance							1,000.00
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05/07/17	Byars, Andrea	08/29/17	BOY Testing	6112	De Leon, Esthelfany	100.00	2,896.00
05/07/17	Dorton, Juliee	08/29/17	BOY Testing	6112	Jayroe, Cassidy	100.00	2,796.00
05/07/17	Sanger, Grantia	08/29/17	BOY Testing	6112	Houston, Sheila	100.00	2,696.00
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05/07/17	Thomas, Branda	08/30/17	BOY Testing	6112	French, Connie	100.00	2,296.00
05/07/17	Jones, Fallon	08/31/17	BOY Testing	6112	Wood, Alyson	100.00	2,196.00
05/07/17	Melrose, Aina	08/31/17	BOY Testing	6112	French, Connie	100.00	2,096.00
05/07/17	Sanchez, Luzilda	08/31/17	BOY Testing	6112	Hernandez, Flor	100.00	1,996.00
05/07/17	Wells, Jeremy	08/31/17	BOY Testing	6112	Houston, Sheila	100.00	1,896.00
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10/04/17	Carter, Lisa	10/03/17	2nd Six Weeks WOW	6112	Boydford, Brandes	100.00	1,246.00

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.

## Procedures for Educational Leave approvals

