

This workbook may be used to create the employee schedule and certification required from employees participating in the substitute system of time-and-effort reporting. Each participating employee must complete a schedule and certification, unless the certification is waived by Ed-Flex. The LEA may use this workbook, which includes all elements TEA auditors are required to check, or create its own employee schedule and certification forms. All the LEA's participating employees must use the same forms.

**INSTRUCTIONS:**

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**SCHEDULE**

- 1 Open the Schedule worksheet.
- 2 Enter your name.
- 3 Enter your position title.
- 4 Enter the district and campus names.
- 5 Enter the certification period for the schedule you are entering.
- 6 Complete the program/fund table on the right side of the worksheet. For fields A-E, select the program name from the dropdown list. For programs not included on the list, typed the program name and fund code into fields F-G. You may enter up to seven program names into the program table. Field H corresponds to State/Local and cannot be changed.
- 7 Complete the boxes of the Monday-Friday schedule as follows:
  - Minutes: Select the number of minutes spent on the activity from the dropdown list, rounding up or down to nearest 15-minute increment.
  - Activity: Type a brief description of the activity performed.
  - Program: Using the dropdown list, select the letter in the program menu that corresponds to the program. You may enter up to 13 activities and one lunch break per day. If you take no lunch break, leave the field blank.
- 8 All other fields will automatically populate.
- 9 Verify that the program reference letters (A, B, C, etc.), program names, and total minutes are accurate.
- 10 Print the Schedule worksheet.

**CERTIFICATE**

- 11 Open the Certificate worksheet.
- 12 Using the total from your schedule, complete the Total Number of Hours Worked in the Week field.
- 13 Using the total from your schedule, enter the Total Number of Lunch Hours in the Week.
- 14 Enter the date that you signed the certificate.
- 15 Enter the name of your supervisor.
- 16 Enter the date that your supervisor signed the certificate.
- 17 All other fields will automatically populate.
- 18 Print the certificate worksheet.
- 19 You and your supervisor must sign the certificate.

**SCHEDULE and CERTIFICATE**

- 20 File the schedule and signed certificate for each participating employee.