

Calcasieu Parish School Board

Campus User School Clerk Guide And Payroll Procedures

Contents

JOB DESCRIPTION ACKNOWLEDGEMENT FORM	4
Payroll Procedures.....	5
Payroll Documents.....	6
CHECKLIST FOR MONTHLY PAYROLL FOR PAYROLL LOCATIONS	7
DETAILED EXPLANATIONS OF MONTHLY PAYROLL CHECKLIST	10
Aesop Login Instructions.....	12
EAC (Employee Access Center) Login Instructions.....	12
Employee Home Page.....	13
Campus User Home Page.....	14
Screen Layout/Navigation.....	15
Aesop-Absence Reason Codes.....	16
Sick Leave-Family Illness.....	16
Sick Leave-Personal Illness.....	16
Personal Business	16
Extended Sick Leave.....	16
Death in Family- Notes to Administration Required.....	17
Approved Death-In-Family Absences.....	17
Other-Notes to Administrator Required	18
Vacation Days.....	18
Professional Development.....	19
Reimbursement Instructions for Substitutes.....	19
OUT OF STATE TRAVEL.....	19
School Related Business (When school is paying for Field Trips).....	20
UPLOADING TRIP SHEETS TO THE “H-DRIVE.....	21
Absence Codes Not Visible to Employees.....	22
Extended Sick Leave.....	22
Workers Comp.....	22
Personal Illness Bank Days.....	23
Absence Reason Code Chart.....	24
AESOP SUB NEEDED:.....	24
Aesop Search for Substitute Cutoff Time.....	25
Payroll Due Dates.....	26
Payroll Due Dates for 2023-2024.....	26
SUPPLEMENTAL FORMS.....	26

Payroll Due Dates for 2023-2024.....	27
EXTENDED CHILD CARE	27
Changes after Cutoff.....	28
Employee Status Change Form*	29
Long Term Sub Notification Form*.....	30
Staff List.....	31
Create Absence	32
Create Absence & Create Absence and Assign Sub.....	32
When to Create a Vacancy	33
Create Vacancy.....	33
How to Edit an Absence/Vacancy.....	34
Split Feature.....	35
Daily Report	36
Substitute Sign in Report.....	37
Absentee Report	38
Print Options for Absentee Report.....	39
Employee Sign In Sheet.....	40
Sick Leave Totals by Location Report.....	41
How to look up sick leave balances for a single employee:	41
No Absence Report.....	42
Substitute Availability	43
Preferred Substitute	44
Excluded Substitute	44
Refund of Docking Procedure	45
Approval List for Substitute Janitor/Clerical.....	47
SUBSTITUTE JANITOR REQUEST FORM	48
Substitute Clerk Request Form	49
Where to Send Forms.....	50
Calculating Hourly Time Off in 15 Minute Intervals	51
Supplemental Forms.....	52
Supplemental Workbook Structure.....	53
1. SUPPLEMENTAL WORKBOOK -.....	53
2. SUMMARY PAGE	53
3. EMPLOYEE PAGES.....	54
Printing the Summary Page	55

Steps for submitting Supplementals.....	55
Calculating Overtime	56
Converting Standard Time Chart.....	57
Overtime Documentation Log	58
TRIP TRACKER/Field Trip Procedures.....	59
Procedures for Driver Trip Sheets.....	59
New Driver Trip Sheet Format	59
Coding Absences for Drivers for Field Trips	60
Paying Drivers for Field Trips.....	60
Driver Trip Sheet Report.....	61

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Payroll Campus User – School Clerk Guide (Revision Date, July 31, 2023.), attended a required Payroll in-service and received detailed instructions for my position as School Payroll Clerk.

- I understand all my job duties and responsibilities as covered in the Campus User Clerk Guide and in-service training.
- I am able to perform the essential functions as outlined and I understand that I am responsible for the accuracy and entry of all employee and substitute attendance for my location, to the best of my ability and knowledge.
- I will complete and submit all monthly reports by deadlines. If unable to submit by the deadline, I will contact my central office payroll clerk for guidance.
- I will address and correct any changes or updates in a timely manner that I have been made aware of by the Payroll Department.
- I will be prompt in reporting any discrepancies to my central office payroll clerk.
- If I have any questions about any of my job duties as it pertains to Payroll Processes, Procedures and Responsibilities that I am asked to perform, I should discuss them with my Central Office Payroll Clerk and/or immediate supervisor.
- I further understand that yearly performance evaluations based on my ability to perform the duties and responsibilities outlined in this job description will be provided by my central office payroll clerk to my immediate supervisor.
- I further understand that if there are unsatisfactory areas on the informal evaluation, I will be required to follow the steps listed below:
 - a. Attend a follow-up training.
 - b. Follow-up evaluation will be submitted to your immediate supervisor after a 6-month period to ensure that any areas of concern have been addressed.
- I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)

Supervisor's Signature

Date

Supervisor's Name (please print)

Payroll Procedures

***MASTER COPY WILL BE EMAILED TO YOU BY YOUR PAYROLL CLERK**

TO BE COMPLETED BY SCHOOL PAYROLL CLERK – BY LAST WORKING DAY OF THE CURRENT MONTH

- **Entered attendance or verify that attendance has been entered for all staff** – use daily sign in sheets to compare that all entries have been made

- **Printed Sick Leave Totals by Location** (Cognos report) – **to be kept on file with your records**

- **Printed Absentee Report for month for location** (Aesop report) – to be used with Sick Leave Totals report to check each person’s absence and make sure they have the time to cover what has been entered in Aesop and that all entries are correct.

- **Ran Absentee Report for Month with “SCHOOL RELATED BUSINESS” and “PROFESSIONAL DEVELOPMENT” reasons ONLY** – printed check for those that are paid by school

- **Printed Active Long-term sub roster - DUE IN PAYROLL WITH SIGNATURES BY THE LAST DAY OF EACH MONTH**

- **Entered all Open Position or Long-Term subs for the month**

- **Removed all vacancies that have been entered but do not have a sub assigned**

- **Checked all vacancies** to make sure the accounting code description matches Job description/Vacancy profile

TO BE COMPLETED BY SCHOOL PAYROLL CLERK – BY FIRST WORKING DAY OF THE FOLLOWING MONTH

- **Submitted copies of paperwork to Payroll** (Jury Summons and receipt showing Jury Duty attendance, Doctor’s Excuses, CPSB Physician Statements, Military Orders, etc.)

TO BE COMPLETED BY SCHOOL PAYROLL CLERK – BY DUE DATES SHOWN ON ATTACHED PAPERWORK

- **Completed supplementals for the month and attach supporting documents** (see attached for listing of supplementals that need to be completed)
 - **Interofficed summary page of supplemental file (1st page of supplemental excel file ONLY)** and supporting paperwork to Administrative Director’s office such as ISI sign-in sheets, overtime documentation log, etc. – see attached for detailed list

 - **Emailed Supplemental file to sup@cpsb.org in the following format:**
LOC_MONTH_DESCRIPTION (BOTH
Interoffice and Emails MUST be done completed to pay the employee/sub. If we do not receive both, the employee/sub cannot be paid)

TO BE COMPLETED BY SCHOOL PAYROLL CLERK – BY 15TH OF EACH MONTH – UNLESS STATED OTHERWISE

_____ **Printed NO Absence Report – WAIT ON EMAIL FROM JOHN SNYDER BEFORE YOUR PRINT**-submitted with all signatures to Payroll by due Date (contact your PR clerk for instructions if you are not able to submit by deadline or for any other questions)

TO BE COMPLETED BY PRINCIPAL

_____ **Completed Long-Term Sub form** for all new long-term subs or long-term subs changing job assignments

_____ **Completed Employee status change form** for long-term subs OR employees who are no longer at your location or changed to another assignment at your location

_____ **Approved and reconciled all absences for the month**

School Payroll Clerk Signature

Date

Principal's Signature

Date

Monthly Payroll Checklist (ABOVE) **REQUIRED** – This is to be used each month to verify that ALL monthly payroll procedures are completed and accurate. You will initial by each task as it is completed. Once all the tasks are completed, you will sign and date the checklist, your principal/supervisor will sign and date the checklist and submit it to your central office payroll clerk by the end of the month.

[Payroll Documents](#)

It is the responsibility of the school clerk to have a system in place to ensure that all required documents are received from your absent employee(s) and turned in to payroll on time. If an employee fails to submit a doctor's excuse or CPSB Physician Statement form on time, this will result in full rate docking even with a sick leave balance available, per CPSB Policy.

CHECKLIST FOR MONTHLY PAYROLL FOR PAYROLL LOCATIONS

Print Sick Leave Totals by Location (Cognos report)

This report will show how many days or hours an employee has available through the last month. If you are checking absences for the month of August then all absences through July 31st have been posted and deducted and the balance is what the employee has as of August 1st.

Leave Date shows their hire date/anniversary date – if they receive vacation, that is the date they will receive their next vacation days.

1st leave Balance will show sick leave by days or # of hours worked by employee. THIS IS THE AMOUNT OF HOURS THAT NEED TO BE ENTERED IN AESOP WHEN RECORDING A FULL DAY ABSENCE.

Employees are not paid for lunch breaks so should not be deducted for lunch breaks when entering absences.

4 hour employees – this will be entered as a FULL DAY’s absence if they miss their full shift. If you put ½ day, it will only deduct 2 hours from their time.

2nd Leave Balance will show personal business days OR ROLL OVER vacation time (rollover time is vacation days not used the previous year and rolls over) – 260 Day employees (custodians) do NOT get personal business leave. They receive vacation instead. Absences should NEVER be entered as personal business for these employees.

Also, employees that receive personal business, only receive 2 days a year. If they enter more, they will be docked AT FULL RATE. It will NOT be pulled from sick leave. That is why it is so important to code absences correctly.

First Name	Last Name	Base Location	Base Location Building Name	Leave Date	1st Leave Balance	1st Leave Title	2nd Leave Balance	2nd Leave Title	3rd Leave Balance	3rd Leave Title	4th Leave Balance	4th Leave Title
				08/18/1995	1.00	SICK LEAVE 8 DAYS	0.00	PER BUSN 2 DAYS	89.00	EXTENDED LEAVE (DAYS)	-1.50	PROFESSIONAL DEVELOPMENT
				09/23/1998	59.50	SICK LEAVE 8 DAYS	0.00	PER BUSN 2 DAYS	90.00	EXTENDED LEAVE (DAYS)	0.00	PROFESSIONAL DEVELOPMENT
				09/01/2014	0.00	SL-HRLY 12 DAY 8 HR	0.00	VACATION	23.78	VAC HRLY 10 DAY 8 HR	720.00	EXTENDED LEAVE (8HR/DY)

3rd Leave Balance will show Extended leave or Regular Vacation time. Extended leave is received only every 6 years. It resets back to 90 days or 720 hours for hourly employees.

4th Leave balance will show the balance of extended leave for employees that receive vacation time OR Professional Development – PD will ALWAYS be listed as a negative. They don’t start with a leave balance so it will only deduct the days taken. This does not count against an employee’s leave bank at all.

Print Absentee Report for month for location

Use sick leave totals report to check each person’s absence to make sure they have the time to cover what has been entered in Aesop.

If there is not time to cover what they have listed or you think the absences has been entered in error, please check with employee to verify that it is correct. WE ARE NOT

TELLING YOU TO CHANGE THESE ABSENCES FOR THE EMPLOYEE. WE JUST WANT TO MAKE SURE THEY ARE CODED CORRECTLY BEFORE THEY ARE LOADED SO IT IS NOT NECESSARY TO MAKE MULTIPLE CHANGES AFTER IT HAS BEEN LOADED. Absences that are coded to personal business or vacation days for employees that are not eligible or don't get PB or vacation must be changed. (EX: CUSTODIANS DON'T RECEIVE PB – exceptions apply, THEY HAVE VACATION DAYS INSTEAD. THEIR ABSENCES SHOULD NOT BE CODED TO PERSONAL BUSINESS, some 9-month sweepers have PB instead of vacation. This is listed on your sick leave totals report)

- Enter attendance or verify that attendance has been entered for all staff: (Using your sick leave totals report (Cognos) and monthly absentee report (Aesop))**
 - Custodians – Make sure their time shows the correct hours
 - Teachers
 - Cafeteria Techs– Make sure their time shows the correct hours
 - Paraprofessionals
 - Clerks

- Print Active Long-term sub roster - Have Principal complete Long-Term Sub form for all new Long-term subs**

- Have Principal complete Employee Status Change forms for any changes to staff (employee or long term subs)**

- Enter all Open Position or Long-Term subs for the month** (Payroll will email a spreadsheet that we use to track all Open position/Long Term subs or you can create your own. Please feel free to use the form to help with tracking for your location if necessary)
 - Enter all Long Term/Open position subs assigned to your location

- Remove all vacancies that have been entered but do not have a sub assigned**

- Check all vacancies to make sure they have the correct accounting code assigned** (Accounting code description should match Job description)

- Complete supplementals for the month and attach supporting documents:**
 - Coaches/Non-faculty coaching
 - Game workers/concessions
 - ISI
 - Student Workers
 - Interventionists
 - Overtime
 - Any extra work paid for by school (tutoring, stipends, etc.)
 - Extended Day
 - Clerk Extra Hours

- Interoffice summary page of supplemental and supporting paperwork to Administrative Directors office**

- Email Supplemental file to sup@cpsb.org in the following format: LOC_MONTH_DESCRIPTION (BOTH Interoffice and Emails MUST be done completed to pay the employee/sub. If we don't receive both, the employee/sub canNOT be paid**

- Submit all necessary paperwork to Payroll by the 1st of the month**
 - Doctor's Excuse – (Must have for 6 or more consecutive days)
 - CPSB Extended Leave forms (employee MUST provide before abs. can be coded to EXT. Leave)
 - Jury Summons
 - Military Orders
 - Substitute Janitor forms (must be submitted to Mr. Barrentine for approval)
 - Substitute Clerk forms (must be submitted to Administrative Director for approval)

- Run Absentee Report for Month with "SCHOOL RELATED BUSINESS" and "PROFESSIONAL DEVELOPMENT" reasons ONLY**
 - Check the line that shows who is paying for sub. If the school is paying, print the Aesop screen for that absence and attach a check for the sub. (\$68 flat rate for each full day) Send the check and the screen printout to the Accounting Department.

- NO Absence Reports**
 - Print once email is received from John Snyder, Payroll Supervisor.
 - Have every employee listed on form sign the form. (Please do not allow them to type their name. This form is the employee's verification that they did not miss the previous month and their signature must be on the form.
 - Form MUST be received in Payroll by the due date (Usually 15th of the month unless stated otherwise)

DETAILED EXPLANATIONS OF MONTHLY PAYROLL

CHECKLIST

STEP-BY-STEP INSTRUCTIONS AT END OF MANUAL

- ◆ **Active Long-Term Sub Roster** – Printed the last working day of each month and due in Payroll WITH SIGNATURES by the 3rd of the following month. If a long-term sub is not listed on this report, your principal will need to complete a long-term sub form. If a long-term sub is listed and is no longer at your location, your principal will need to complete an employee status change form to allow us to remove them.

- ◆ **Monthly Absentee Report (Aesop)** – Printed for the entire month to be used to compare to your daily/weekly reports and/or employee and substitute sign in sheets. This will ensure that everything is correct, all employee's substitutes and **vacancies** are entered as well as employee absences.

- ◆ **Sick Leave Totals by Location Report (Cognos)** – Printed from COGNOS and used to compare to your Monthly Absentee Report to verify that employees have the days/hours to cover the absences entered in Aesop for that month.

- ◆ **The No Absence Report (Cognos)** – This report is normally due on the 15th of each month. If the 15th falls on a weekend, then the report is due on the last working day prior to the 15th. Mr. Snyder will let you know, via email, what date the No Absence Report is due during the shorter months and/or holidays.

- ◆ **Supplemental payments (Blank forms on Payroll Page)** – Supplemental summary forms **MUST** be completed, signed **AND** interofficed by the monthly deadline for all overtime payments, field trips and any other non-salaried pay due to employees or subs **WITH** supporting documentation. **A DIGITAL COPY MUST ALSO BE EMAILED TO SUP@CPSB.ORG IN THE FOLLOWING FORMAT: LOC_MONTH_DESCRIPTION.**

- ◆ **Employee Sign-In Sheet (COGNOS)** – You can use the Cognos report or create your own sign in sheet but every employee **MUST** sign in and there **MUST** be sign in records on file for auditing purposes

- ◆ **Substitute Sign-In Report (Aesop)** – Compare substitute signatures with names of substitutes on daily report. There are many substitutes with the same name. (Have substitutes sign with their first name, middle initial, and last name, if necessary.) This procedure will ensure that all subs are being entered correctly into Aesop.

EVERY employee and sub MUST sign in DAILY.

- ◆ **Absentee Report -REQUIRED (Aesop)** – Print the absentee report for the week. Compare the weekly absentee report against the employee sign in sheet. This procedure will ensure that all employees are being correctly entered into Aesop.
- ◆ **Daily Reports (Aesop)** – This gives an overview of who is absent and if their position is filled and if so, by whom.

Aesop Login Instructions

1. Log onto CPSB.org website @ www.CPSB.org
2. Click on Substitute/Employee Attendance link under Quick links
3. Enter your ID: assigned CPSB email address
4. Enter your PIN: assigned PIN # from your Aesop Letter

Log In Example Screen

The screenshot shows a login interface for 'Absence Management Formerly Aesop'. The page has a purple header with the 'frontline education' logo. Below the header, the title 'Absence Management Formerly Aesop' is centered. The main content area is white and contains a 'Sign In' form. The form has two input fields: 'ID or Username' and 'PIN or Password'. Both fields have red error messages: 'Your username is required.' and 'Your password is required.' respectively. A blue 'Sign In' button is at the bottom of the form. A grey callout box on the left says 'PIN Your PIN is usually a 4-5 digit number.' At the bottom of the form are links for 'I forgot my ID or username' and 'I forgot my PIN or password'.

EAC (Employee Access Center) Login Instructions

1. Log onto CPSB.org website @ www.CPSB.org
2. Click on Depts. > Click on Payroll
3. Left hand side of page at the bottom – Click on EAC (Employee Access Center)
 - User Id is your 7–digit Employee number
 - Password is the last 4 of your social security number or your full social security number

---Log in Instruction ---

User ID: 7 digit employee number starting with "10". (ex: 1034567)

Password: Default is the last 4 digits of your SSN.

You may be prompted to change password. You can make your password 4 digits long, but you can't use any part of your SSN.

If you do not know your employee ID number:

Contact your site level attendance staff to obtain. OR Call (337) 217-4040 ext. 2008, 2014.

OR Call (337) 217-4060, OR email eac@cpsb.org.

Employee Home Page

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

Please select a date Need more options? [Advanced Mode](#)

July 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
 to

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

FRONTLINE TECHNOLOGIES

TINA R. THREET

6 Notifications

Questions?

Logout

Home

Absences ▾

Account

Directory

Help

July 2014

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Absences
 Closed Day
 In-Service Day

Campus User Home Page

Navigation

- Dashboard
- Absences
- Reports
- Settings

Summary for: 06/27/2016 < Today > Absences Vacancies

School Name Schools Employee Types

Total 4 Unfilled 0 [0%] Filled 0 [0%] No Sub Required 4

Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

JUN 27 DAILY REPORT

0 Unfilled

Conf #	Name	School	Reason	Shift	Created

Absence Management Calcasieu Parish School District

NAVIGATION

- Dashboard
- Daily Report
- Absences
- Reports
- Settings
- Resource Library

ABSENCE REPORTS

Select a Report

Absentee Report

Filter Report

Date Range: 08/01/2023 08/01/2023

Type Absences Vacancies Filled Unfilled Sub Not Needed

Schools: A M BARBE HIGH Schools Employees Employee Types Substitutes

Order By: Date Employee Print with Page Breaks

Search

A M BARBE HIGH

Summary

Totals

Total: 8

Need Sub: 0

No Sub Needed: 8

Reading the Report:

- Filled
- Unfilled
- No Fill Needed

8 Absentee Report

Date	Conf. #	Name	School	Reason	Duration	Substitute
8/1/2023						
8/1/2023	SS2830430	PICOU, SHARON	A M BARBE HIGH	Profsnri Development		Substitute Not Ne...

frontline education

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Screen Layout/Navigation

DASHBOARD

This is the home screen which allows you to see the daily number of absences/vacancies in 3 categories unfilled, filled, and no sub required. There is an option to create absences/vacancies.

ABSENCES TAB

- ◆ **Create Absence**
- ◆ **Create Vacancy**

REPORTS TAB

- ◆ **Absence**
 - ◆ Daily Report
 - ◆ Substitute Sign In
 - ◆ Absence Call History
 - ◆ Absence Approval Status
 - ◆ Absentee Report
 - ◆ Absence Feedback
 - ◆ Absence Monthly Summary
 - ◆ Day Of Week Absence Analysis
- ◆ **Employee**
 - ◆ Staff List
- ◆ **Substitute**
 - ◆ Substitute Sign In
 - ◆ Substitute Call History
 - ◆ Substitute Availability
 - ◆ Substitute History By Date
 - ◆ Excluded Substitutes
- ◆ **School**
 - ◆ School Call History

SETTINGS TAB

- ◆ **School**
 - ◆ General Information
 - ◆ Time Settings
 - ◆ Preferred Substitutes
 - ◆ Excluded Substitutes
 - ◆ Shared Files

Aesop-Absence Reason Codes

Sick Leave-Family Illness

**No approval required*

- ◆ Requires a doctor's excuse on the 6th consecutive working day forward if there were no half days or personal business days during that time. Doctor's excuse is required to be updated every 6 weeks while using sick leave. If the employee is out of sick leave and personal business days, NO doctor's excuse is required as that employee will be docked 100% per day, assuming extended sick leave does not apply.

Sick Leave-Personal Illness

**No approval required*

- ◆ Requires a doctor's excuse on the 6th consecutive working day forward if there were no half days or personal business days during that time. Doctor's excuse is required to be updated every 6 weeks while using sick leave. If the employee is out of sick leave and personal business days, NO doctor's excuse is required as that employee will be docked 100% per day, assuming extended sick leave does not apply.

Personal Business

**No approval required*

- ◆ No doctor's excuse is required
- ◆ 2 days Only – rolls over as sick leave the following year, if not used
- ◆ Docked 100% of daily rate of pay for every day over personal business days

Extended Sick Leave

**Principal approval required*

- ◆ ***ONLY school clerks & principals are allowed to choose extended sick leave absences as the absence reason for all employees. Employee can enter as sick and clerk will change to extended leave once the CPSB Physician Statement Form is received.***
- ◆ Employees must exhaust **ALL** sick leave, personal business, and vacation days (if applicable) before using extended sick leave
- ◆ Must have a CPSB Physician Statement (even if it is just a half day absence)
- ◆ An updated CPSB Physician statement is required every 6 weeks
- ◆ We use the date the physician has filled it out, if the form doesn't state an end date or return to work date
- ◆ Docked @ 35 % of your daily rate of pay
- ◆ The 90 extended sick leave days are only replenished every 6 years
- ◆ Every employee except **TEACHERS** must take a minimum of 10 consecutive days off to use extended sick leave days available

Death in Family- Notes to Administration Required

**No approval required*

MUST state in the Notes to Admin the relationship of the employee only (Ex. Mother or Father) – list of approved relatives below

- ◆ Employees can take the calendar day before, the calendar day of, and the calendar day after the funeral. (**Example:** *If the funeral is on a Wednesday, the employee gets Tuesday, Wednesday, and Thursday off. If the funeral is on a Saturday, only Friday can use for a bereavement day*).
- ◆ The relationship to employee must meet one of the approved deaths in the family listed below.
- ◆ Employees MUST list the relationship in the Notes to Administrator
- ◆ School clerks MUST verify that the relationship is listed and meets the criteria below.

Approved Death-In-Family Absences

- ◆ Spouse and Children
- ◆ Mother and Father
- ◆ Mother and Father of Spouse (In-laws)
- ◆ Brother and Sister
- ◆ Brother and Sister of Spouse (In-laws)
- ◆ Grandparents
- ◆ Grandparents of Spouse (In-laws)
- ◆ Grandchildren
- ◆ Daughter-in-law
- ◆ Son-in-law

Other-Notes to Administrator Required

**Principal approval required*

Type (Jury Duty, Court, or Military)

- ◆ **Jury Duty** – when an employee attends jury duty they MUST submit the work excuse that they will receive from the court upon attending AND the summons received in the mail, ordering them to appear on that day.

- ◆ **Court** – when an employee is required to appear in court due by ANY government agency subpoena, a copy of the subpoena AND paperwork showing they appeared in court MUST be provided to the school clerk and the Payroll Department. A letter from a lawyer is not considered sufficient documentation.

- ◆ **Military Orders** – can take 15 days off per calendar year. A copy of the Military Order is required.

Vacation Days

**Principal approval required*

Employees that work 260 days or more are the only ones that qualify for vacation. Vacation is rolled up each year on the employee's vacation anniversary date. Employees MUST work a full year before they receive vacation leave. Vacation days cannot be taken in advance.

- ◆ From 1 to 4 years–employee get 10 days of vacation or 80 hours of vacation for janitors.
- ◆ On the 5th anniversary date–employees get 15 days of vacation or 120 hours of vacation for janitors.
- ◆ On the 10th anniversary date–employees get 20 days of vacation or 160 hours of vacation for janitors.

Employees must use their vacation days from their anniversary date of this year to one day prior to their anniversary date of the next year. For example, if an employee's anniversary date is May 10th, then the employee must use their vacation days from May 10th of this year to May 9th of next year. Employees are only allowed a maximum of 30 days or 240 hours of accrued vacation time. Once they have reached the 30 days or 240 hours, they will not receive any more vacation time until some of that time has been utilized.

Professional Development

**Principal & 2nd level approval required*

When a professional development day or school related business day is chosen as an absence, the following information MUST be written in the Notes to Administrator:

- 1) Name of Event
- 2) Destination—hotel, city, state
- 3) Date(s) of Trip—Abbreviate months, example—Mar, Nov, Dec
- 4) Indicate Fund number that is paying for trip
- 5) Sub Needed—Yes or No
- 6) If sub is needed—who is paying for the sub, example—School or CPSB or Grant
(*See reimbursement instructions listed below*) If no sub needed = N/A
- 7) Benefit to School System

There are only 255 characters in the Notes to Administrator box, so you will need to be brief and concise. Number the notes like in the example below.

Notes to Administrator

(Viewable only by Administrator and Employee)

1) 51st Annual LASBO Convention 2) Baton Rouge Hilton, Baton Rouge, LA 3) Oct 13th, 14th, and 15th 4) 1110 5) Yes 6) CPSB 7) Obtain continuing certification requirements

Reimbursement Instructions for Substitutes

(Reimbursement fee only applies when the school is paying for the substitute)

- 1) Print the **APPROVED** absence screen details from Aesop
- 2) Attach the reimbursement check
 - ◆ *Reference the reimbursement rate email sent from payroll each year as this may change. (currently \$68/day if absence/sub is entered in Aesop. This is NOT what the sub will be paid, only the FLAT RATE fee paid to CPSB when sub is paid by being entered in Aesop.*
 - ◆ *If sub is paid by supplemental, the reimbursement rate is the sub's payrate – this can be obtained from your payroll clerk)*
 - ◆ *If reimbursing for only a half day payment, then only half of the reimbursement rate is required. (currently \$34 for 1/2 day or 1/2 of sub's payrate if paid by supplemental)*
- 3) Send the printed approved absence screen and the attached check to Delphine Cuba in the Payroll Department. She will forward to the Accounting Dept.

OUT OF STATE TRAVEL—The Superintendent's signature is needed on the approved absence. Employees needing to get reimbursed for their travel, will need to print out the **APPROVED** Aesop absence screen from your browser and attach it to the "Employee Expense and Travel Voucher" and submit both to **Accounts Payable for Processing**.

School Related Business (When school is paying for Field Trips)

**Principal & 2nd level approval required*

- ◆ Bus drivers must turn in a copy of their “Calcasieu Parish School Board Driver Trip Sheet Report” for every date of absence that it applies to whether it is ½ day or a full day to the Transportation Payroll Clerk. The absence will be entered in Aesop by the Transportation Payroll clerk as “School Related Business” and “Field Trip” should be listed in the Notes to Administrator section.
- ◆ **For field trips**, the Paying School **MUST** upload a copy of the Trip Sheet to the “H” Drive by the Monday following the day the driver turns into the Trip School before 9 AM. Bus Drivers have 3 business days from the date of the trip to submit the Trip Sheet for payment. The driver’s sign in school must obtain a copy of this trip sheet from the “H” Drive for their records. Paying school, driver’s sign in school and Payroll all need a copy for their records. (See attached instructions)
- ◆ All payments for Field Trips are paid on the last working day of the following month, whether they are a SUBSTITUTE or REGULAR EMPLOYEE. (Ex: A field trip is taken on 4/16/24 and the trip sheet is submitted to the school clerk on 4/17/24. The school clerk submits the supplemental form for payment to Payroll on 4/20/24. The driver will be paid for this trip on 5/25/24.
- ◆ The bus driver for the extra trip is paid on a supplemental pay form, and the Trip Sheet must be attached to the Summary Page with the payment for the field trip and sent to your Administrative Director’s office.
- ◆ If volunteering your time to a school for field trips, you are still required to turn in the log sheet with all bus information and the amount will need to read “\$0.00–volunteered.”

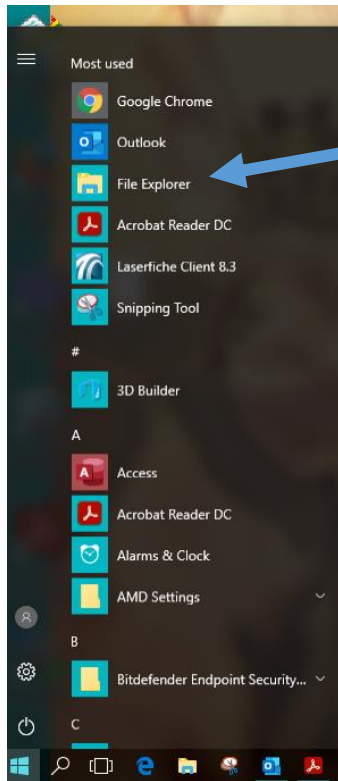
If the driver for the field trip is a permanent driver and a “school related business” absence had to be entered then you **MUST** deduct \$20 from the field trip payment for AM route missed, \$20 for PM route missed or \$40 for full day route missed. (SEE EXAMPLE BELOW)

If they are a sub, no absence has to be entered and they are only paid for days they sub on the bus so NO FEE needs to be deducted from field trip payment.

You will also receive an invoice from Transportation to pay for drivers that had to assist with the route splits.

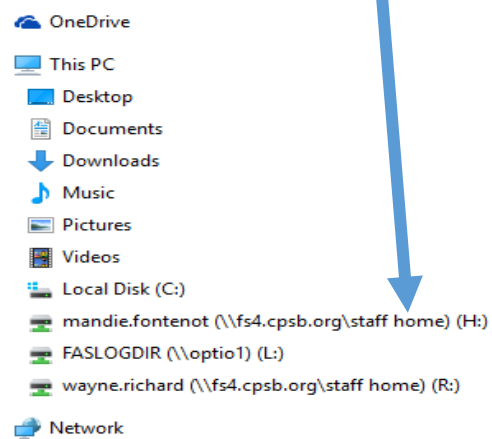
UPLOADING TRIP SHEETS TO THE “H-DRIVE”

1. Click on your home/start button



2. Click on File Explorer

3. Click on your “H-drive”



4. Click on Department & School Share

5. Click on Driver Trip Sheet

- a. From here, you will scan your document and save it to this drive as follows:
- b. xx.xx.xxxx (2 digit month, 2 digit day, 4 digit year) **VERY IMPORTANT TO BE SAVED THIS WAY**

Absence Codes Not Visible to Employees

School clerks are responsible for entering **ALL** extended sick leave, workers comp, or personal illness bank days. School clerks **MUST** monitor employee's sick leave totals when they are out for 6+ days to be able to enter the absences correctly.

Extended Sick Leave

- ◆ Employees must exhaust ALL sick leave, personal business, and vacation days if applicable
- ◆ MUST have a CPSB Physician Statement turned into the payroll department
- ◆ Code all absences to sick leave UNTIL you receive the CPSB Physician Statement
- ◆ An updated CPSB Physician Statement is required every six weeks from the date the doctor signs the excuse
- ◆ We use the date the physician put on the form if he doesn't state an end date or return day
- ◆ Docked @ 35 % of their daily rate of pay
- ◆ The ninety days are only replenished every six years and are not cumulative

Workers Comp

If an employee has an accident at work, file an Accident Report with Risk Management, and mark the absence code "workers comp" for that day, and subsequent days, until the employee returns to work.

Personal Illness Bank Days

Personal Illness **Bank** days are used when you have exhausted all of your sick leave, extended sick leave, annual leave (if applicable) and personal business days, and there are Bank days available.

How to donate days:

- ◆ Must be employed for at least 36 consecutive months
- ◆ Must have a balance of at least 50 sick leave days after the donation
- ◆ Up to 10 days can be donated
- ◆ Must complete “Sick Leave Bank Donor Application Form” (Form must be notarized)
- ◆ All donations are voluntary and must be approved by Superintendent or designee
- ◆ All donations are in whole days
- ◆ All donations must be made by September 30th of each year

How to receive days:

- ◆ Must have a Physician’s Statement attached to the “Sick Leave Bank Request for Days Form”. (Family member = spouse, parent or child)
- ◆ Must be employed for at least 36 consecutive months at time of “Medical Necessity”
- ◆ Must have no other leave balance available (sick, extended or annual)
- ◆ Up to 20 days can be requested (minimum of 10 days)
- ◆ The “Sick Leave Bank Request for Days Form” must be approved by the Superintendent
- ◆ No bank days can be carried over to the next year
- ◆ Days cannot be used on an intermittent daily basis

*These days **CANNOT** be assigned to any specific employee.*

*Personal Illness **Bank** Days are on a first come, first serve availability.*

Absence Reason Code Chart

Absence Reason Code	Can Employee See Absence Reason	Needs Approval	Hold Until Approved	Requires Notes to Administrator
Sick Leave – Personal Illness	Yes	No	No	No
Sick Leave – Family Illness	Yes	No	No	No
Personal Business	Yes	No	No	No
Death-In-Family	Yes	Yes	Yes	Yes
Professional Development	Yes	Yes	Yes	Yes
School Related Business	Yes	Yes	Yes	Yes
Vacation	Yes	Yes	Yes	No
Other	Yes	Yes	Yes	Yes
Extended Sick Leave	No	Yes	Yes	No
Workers Comp	No	Yes	Yes	No
Personal Illness Bank Day	No	Yes	Yes	No

AESOP SUB NEEDED:

Sub Needed = YES = Aesop will search for a sub

Sub Needed = NO = Aesop will not search for a sub.

By clicking NO, it does not mean that the employee does not NEED a sub. It only communicates to Aesop to say a sub has already been verbally secured, do not search for one.

Aesop will not begin to look for a sub for the absences that require approval until all approvals have been given. Also, a sub cannot be assigned to an absence that requires approval until all approvals have been given.

Aesop Search for Substitute Cutoff Time

ALL employees have until 7:00 a.m. to record an absence in Aesop for the current day. The school secretary will have to record any absences that were not called in before 7:00 a.m. This applies whether it is for a full day or half a day.

If an employee records an absence in Aesop before 7:00 a.m. and the absence does not need approval, and the employee wants Aesop to find a substitute, Aesop will attempt to find a substitute until 9:00 a.m. If Aesop cannot find a substitute by 9:00 a.m. Aesop will quit calling for a substitute.

If the employee calls the secretary at 7:00 a.m. and lets her know that they will not be going to work, and the absence does not need approval, the secretary has two options at this point:

- 1) The secretary can enter the absence and click “Create Absence” Aesop will attempt to find a substitute until 9:00 a.m.
- 2) The secretary can call a substitute herself. If the secretary locates a substitute, then the secretary will enter the absence and click “Create Absence and Assign Sub.”

**The latest an employee can cancel an absence for themselves on Aesop is 7:00 a.m. After this time, the secretary or principal must make the necessary changes.*

Payroll Due Dates

The following documents are due in payroll on the 1st day of the following month: *Example: August payroll documents would be sent in on the 1st working day of September.*

- ◆ Doctor's excuses, Jury Duty, Court, Military Orders, special approval forms, and Janitor/Clerical approval forms.
(*You will keep a copy for your records and then send a copy to your payroll school clerk*)

Payroll Due Dates for 2023-2024

SUPPLEMENTAL FORMS

Due in Administrative Director's Office	Due in Payroll
August 31, 2023	September 1, 2023
September 29, 2023	October 2, 2023
October 31, 2023	November 1, 2023
November 30, 2023	December 1, 2023
December 19, 2023	January 3, 2024
January 31, 2024	February 1, 2024
February 29, 2024	March 1, 2024
March 28, 2024	April 1, 2024
April 30, 2024	May 1, 2024
May 31, 2024	June 3, 2024
June 28, 2024	July 1, 2024
July 31, 2024	August 1, 2024

Payroll Due Dates for 2023-2024
EXTENDED CHILD CARE

Cut Off Date	Due in Payroll
June 30, 2023	July 7, 2023
August 4, 2023	August 11, 2023
September 1, 2023	September 8, 2023
September 29, 2023	October 6, 2023
October 27, 2023	November 3, 2023
November 24, 2023	December 1, 2023
December 29, 2023	January 5, 2024
February 2, 2024	February 9, 2024
March 1, 2024	March 8, 2024
March 29, 2024	April 5, 2024
April 26, 2024	May 3, 2024
May 31, 2024	June 7, 2024
June 28, 2024	July 5, 2024
July 26, 2024	August 2, 2024

Changes after Cutoff

Once the payroll supervisor has loaded all absences for the month from Aesop into eFinancePlus, you will no longer be able to make any changes to that month. Once Aesop is locked, if any changes are needed, your Central Office Payroll Clerk must receive an email from the principal or department head. The email will need to consist of what changes need to be made and with the principal stating “Approved”. The email from the principal or department head will serve as authorization for the Payroll Clerk to make the appropriate changes and to reconcile the corrected absence. All other changes before the cutoff date MUST be made by the school clerk or principal/department head.

Employee Status Change Form*

The Employee Status Change Form was designed so critical information can be exchanged to ensure that the employee can be paid correctly. The Employee Status Change Form can only be accessed online with ADMIN rights only. Only principals have the security to use the Employee Status Change Form.

When a principal sends an Employee Status Change Form, the Personnel Department, the Payroll Department, and the Technology Department gets a copy, and a copy is sent to the originator.

Examples of when an Employee Status Change Form should be initiated:

- ◆ Employee quits or resigns
- ◆ Employee failed to show up for work and cannot be contacted
- ◆ Employee leaving or returning from sabbatical
- ◆ Employee returned to work from an extended leave (such as maternity, workers comp, or long-term illness)
- ◆ Employee transferring locations
- ◆ Any other information that the central office staff needs to be notified about

Failure to use the **Employee Information Change Form** can result in overpayment/underpayment to the employee.

The **Employee Status Change Form** link can be found on Personnel's website.

Long Term Sub Notification Form*

The Long-Term Sub Notification Form Online can be found at *CPSB.org* > *Depts.* > *Payroll*. This form was created to identify any substitute who will be working 16½ days or more in the same position. Aesop is set up to only allow part time workers (SUBS) to work a maximum of 16½ days per month. Once this form is submitted online the principal, risk management, payroll supervisor, and payroll clerks will get a copy. The Payroll Department will use this form to flag and track any substitute in Aesop that has been approved by the principal to work more than 16 days per month in the same position. This form is also used by payroll to record the location of the sub. This is necessary so that the Tech Department can assign an email address to all long-term subs.

Once the long-term sub form has been submitted, Personnel will verify that all required paperwork has been completed. There is one final step that a long-term sub must complete before final approval. If they have completed all necessary paperwork, Personnel will send Payroll the final approval and the sub will be assigned to the long-term assignment. If not, Personnel will contact the sub and/or the principal to notify them and they will need to report to Personnel at their earliest convenience. Payroll cannot assign the sub to their long-term assignment and the sub will not receive access to an email account or other CPSB programs until this step is completed.

*Only users with administrative rights can access the long-term sub forms and employee status change forms. Therefore, the online forms must be completed by your principal or administrator.

Staff List

This is a list of all active employees at your location. Every active employee's **ID** and **Pin #** information is on this report. This report would be used if you have an employee that comes to you asking for their information because they forgot it or lost it.

***Substitute(s)** need to contact Marsha Stevens or Kelly Jones in Personnel at (337) 217-4040 Ext. 2008 or Ext. 2014 or the Payroll Department at (337) 217-4060 for their ID and PIN # information. Everyone will receive a welcome email from Frontline Education (Aesop) to set up their account.

To create this report, follow these steps;

1. Click Reports Tab
2. Click Employee
3. Click Staff List
4. Type-Employees
5. Status-Active
6. Click Search

Create Absence

1. Click Create Absence
 - ◆ *This can be done 2 ways from the home screen or by clicking the absence tab, then selecting create absence.*
2. Select Employee
3. Click fill out Details
4. Select Date/Dates (**DO NOT ENTER DATES OVER MULTIPLE MONTHS**)
5. Select Absence Reason
6. Time–Full Day or Half Day (*Hourly employees have a Start & End time*)
 - ◆ ***Janitors & Food Service Workers** are the only employees that can be entered in as hourly. The correct work time totals should be entered already. They will only need to be changed if they are absent for less than a FULL day’s absence. They are NOT paid for their lunch time so absences should NEVER exceed an 8-hour day, depending on their total paid hours. see page 15 for examples.*
7. Substitute Required – Yes or No
 - ◆ *Certain absences require an approval first before a substitute can be found or assigned: You will **ALWAYS** select **No** if the absence code requires approval and the employee has already pre-arranged the substitute. See pages 7–8 for absence reason code requirements.*
8. Enter information in Notes to Admin if required according to Absence Code. (*There are specific items you must include in Notes to Admin for Professional Development.*) See page 10
9. Click Review and Confirm

Create Absence & Create Absence and Assign Sub

When creating absences that do not need prior approval (*Example: Sick Leave > Personal Illness*) please be aware of the difference between “Create Absence” and “Create Absence and Assign Sub”.

- ◆ Selecting “Create Absence”, **Aesop** will automatically begin finding a substitute.
- ◆ Selecting “Create Absence and Assign Sub”, **YOU** will be selecting the substitute. You must first communicate with the substitute you are selecting. The substitute must verbally agree and accept the assignment. You will select the correct name of the substitute yourself.

When to Create a Vacancy

A vacancy is created when the former employee has terminated their employment, resigned, retired, went on leave without pay, sabbatical leave or is in a long-term worker's comp position:

1. Termed
2. Resigned
3. Retired
4. Leave Without Pay
5. Worker Compensation - *Per Risk Management Notification*
6. Sabbatical Leave - *Check with personnel to make sure the substitute employee is not being set up with a salary*

Create Vacancy

****If the long-term sub is subbing for an active employee, assign the sub to the employee's absences. Do not enter the sub as a vacancy.****

1. Create Vacancy

- ◆ *This can be done two ways: from the home screen or by clicking the absence tab, then selecting create vacancy.*

2. Select Profile/Position

3. Click Fill out Details

4. Select the Date(s)

5. Time- Full Day or Half Day (*Hourly employees have a Start & End time*)

6. ***Janitors & Food Service Workers*** are the only employees that you have to change the start and end times in order to pay the substitute the correct amount of hours worked see page 17 for examples.

7. Select the **Accounting Code** to match your **Profile/Position**

8. Click Review and Confirm

9. Click Create Vacancy and Assign Sub to assign the substitute you need to pay **Note: If you need Aesop to find a substitute for the open position you will Create Vacancy at this point. If Aesop does not find a substitute for the vacancy, you will have to delete all entries.**

How to Edit an Absence/Vacancy

Editing an absence is used when you need to correct dates, substitute information, absence reason codes, and full day/half day, start/end times, and to delete the entire absence/vacancy.

1. Home Screen
2. Enter the confirmation number in the Quick Actions Box or the search box at the top of your screen.
3. If you don't have the confirmation # you can locate this on the Daily Report or by running the Absentee report.
4. Click Search
5. Click Edit Absence
6. Make the necessary corrections
7. Click Save Absence

Note: This screen that comes up will not allow you to do anything from that point other than assign a substitute, if needed. You may also delete this absence, but CAUTION is advised using the delete button. If more than one day is assigned to the confirmation number; by clicking on the delete button it will delete ALL absences for this confirmation number. You have to click EDIT ABSENCE in order to bring you to the next screen to make the corrections.

**You can use the split feature to delete an absence that is attached to more than one day(s) on a single confirmation number (See the next page concerning the split feature).*

Split Feature

When you create an absence for multiple days at one time, Aesop assigns one confirmation number for the entered range of dates. If the substitute that was entered or assigned misses one of these days, then you will have to use the split feature to remove the substitute from the one day and assign the new substitute.

Example: The teacher has created an absence for 10/07, 10/08, 10/09, 10/10, and 10/11 (5 consecutive days out). The substitute called in sick on 10/10 and you hired a new substitute to take this one day.

1. Enter the confirmation number in the Quick Actions box/locate the confirmation number that needs to be corrected
2. Click Split Absence
3. Click on each date(s) that you need to create another confirmation for this will put the date(s) you selected on a separate confirmation number.
4. Click Create Split Absence

Aesop will create a new confirmation number for the date(s) you selected. You would go to the new confirmation number and make your corrections. This is best used to edit absence reason codes or substitute information.

Daily Report

The Daily Report is the most widely used report in Aesop. This report will list all absence information for a specific day. You must run this report **EVERY DAY** when you log in to Aesop to view all absences for the day

It will show you all absences for a specific day that are:

- ◆ **UNFILLED**—absences that required a substitute but no substitute was found

- ◆ **FILLED**—absences where a substitute was assigned to that confirmation number

- ◆ **SUBSTITUTE NOT NEEDED**—absences that didn't require a substitute

0 Unfilled							
<i>Example Screen</i>							
There are no unfilled absences for this date.							
0 Filled							
There are no filled absences or vacancies for this date.							
3 No Sub Required							
Conf. #	Name	School	Reason	Shift	✓	Created	
168294210 Absence 📄	BOLTON, PHYLLIS J TEACHER 202 DAY (SEPT)	LEBLEU SETTLEMENT ELEMENTARY 07:30 am-03:15 pm	Profssnl Development	🕒	✓	5/1/2015 12:40 PM	
170264352 Absence 📄	COMEAX, LINDSEY C TEACHER 182 DY (AUG)	LEBLEU SETTLEMENT ELEMENTARY 07:30 am-03:15 pm	Profssnl Development	🕒	✓	5/15/2015 07:41 AM	
170796756 Absence 📄	ROSE, KATHLEEN M. ADMINISTRATIVE INTERN(AUG)	LEBLEU SETTLEMENT ELEMENTARY 07:30 am-03:15 pm	Profssnl Development	🕒	✓	5/20/2015 10:14 AM	

Substitute Sign in Report

The substitute sign in report will be run **EVERY DAY** after noon. You will run this after your Daily Report. It will only print the absences that have substitute(s) assigned to the absence. You will have the substitute sign in on this report for your records and for you to verify it's the correct substitute. You will need to verify the substitute that showed up to work is in fact who you are paying on this report. We have several employees with the same name(s). It is very important to make sure you pay the correct substitute.

Example

Substitute	Date	Signature	Start/End	Employee	Conf. #
(TEACHER-INSTRUCTIONL)					
School Name External ID: 1313	Friday, May 02, 2014	x _____	Full Day 07:45 AM- 03:06 PM	TEACHER 182 DY (AUG) TEACHER- INSTRUCTIONL	135019395
School Name	Friday, May 02, 2014	x _____	Full Day 07:45 AM- 03:06 PM	TEACHER 182 DY (AUG) TEACHER- INSTRUCTIONL	135529349

Absentee Report

You will run this report **weekly or monthly** to check against your **daily reports and sick leave totals by location report**. **You can choose how and when you run the report but you MUST run the report at the end of each month and check it against your Sick Leave Totals Report for accuracy and to ensure that you have all the proper/required documentation**. You are checking to make sure either the employee has recorded their absence for the day, or you have created the absence for the absent employee with the correct substitute name assigned.

Once you have verified that all the absences entered are correct, communicate with your principal to let him/her know the absences are verified and ready to be reconciled for the week.

Note: It's very important that you communicate with your principal to be sure absences are all reconciled by the **last** working day of the month in order for the payroll supervisor to be able to load Aesop absences into EfinancePlus for that month. Payroll cannot be processed until all absences have been reconciled.

To create the report, follow these steps:

1. Click Reports Tab
2. Click Absence
3. Absentee Report
4. Enter or Select Date Range
5. Check Absence/Vacancy
6. Click Order by Employee
7. Click Search

Print Options for Absentee Report

Aesop will only list your hourly employees' total hours missed under the duration column. For the duration column to print with the full day or ½ day absence circles please follow these steps listed below.

Internet Explorer Users- Aesop

- ◆ Click Page Setup
 - ✓ Print Background Colors and Images
(Right below portrait)
- ◆ Click Ok

Google Chrome Users-Aesop

- ◆ Right Click
- ◆ Click Print
- ◆ Click + More Settings
 - ✓ Background Graphics
 - ✓

Employee Sign In Sheet

You can run this report to use as a weekly sign for your location. This report is updated when there are changes to the E-Finance database in the event an employee is termed, retires, or is hired.

How to access the file:

1. Log into eFinancePlus (efpapp.cpsb.org)
2. Click Main Menu drop down
3. Click e-Forms & Tools
4. Click Cognos Reporting
5. Enter log in Information (Your computer log in Information)
6. Public Folders
7. Shared reports from Finplus for schools and departments
8. Payroll Reports
9. Sign in Sheets
10. Enter your Location Number
11. Enter the ending date for the week you want to print.
 - ◆ *If you hit the blue arrow, it will take you back to the previous screen and will allow you to change the ending date to print the next week.*
 - ◆ *Continue in this manner until you have printed each desired week.*

Sick Leave Totals by Location Report

The payroll supervisor will send out an email each month letting you know that the absences have been posted for the prior month absences. You will print this report **MONTHLY** for continuous reference.

Follow these steps:

1. Log into eFinancePlus 5.1
2. Click Main Menu
3. Click e-Forms & Tools
4. Enter log in information (*Your computer log in information*)
5. Public Folders
6. Click Shared reports from Finplus for schools and departments
7. Payroll Absence Reports
8. Sick Leave Totals by Location
9. Enter your Location Number
10. Finish

Example: *In March, we are processing February's absences. The sick leave balances are current through February 28th.*

How to look up sick leave balances for a single employee:

1. Log into eFinancePlus 5.1
2. Click Main Menu
3. Human Resources
4. Employee Information
5. Enter SSN or Name
6. Click Find
7. Actions
8. Click Attendance

No Absence Report

The No Absence Report is normally due on the 15th of each month. If the 15th falls on a weekend, then the report is due on Friday of that week. The payroll supervisor will let you know via email, what date the No Absence Report is due during the short months and holidays.

How to access the file:

12. Log into eFinancePlus 5.1
13. Click Main Menu drop down
14. Click e-Forms & Tools
15. Click Cognos Reporting
16. Enter log in Information (Your computer log in Information)
17. Public Folders
18. Shared reports from Finplus for schools and departments
19. Payroll Absence Reports
20. No Absence Report
21. Enter your Location Number
22. Print the No Absence report
 - ◆ *Obtain signatures from all employees on the report*
 - ◆ *Principal must sign report at the bottom of each page*
23. If the employee has missed a day, indicate that on the no absence form and have the principal or department head send correction via email to your payroll clerk.

Substitute Availability

This report could be used in a situation where the call time has run out for Aesop to do the calling for you. The list of substitutes that show up on this report are **ONLY** the name of substitutes that have not been assigned to an absence already for the current date you have chosen.

To view this information, follow these steps:

1. Click Reports Tab
2. Click Substitute
3. Substitute Availability
4. Select the Date
5. Check Show Skills
6. Click Search

Preferred Substitute

Making a substitute preferred by the school or the employee gives the substitute an advantage when looking for jobs at your location. When the employee saves a substitute on their favorite list, this makes the specific substitutes preferred in Aesop. Aesop will then start making phone calls according to the favorites order list.

Follow these steps:

1. Click Settings Tab
2. Click School
3. Preferred Substitutes
4. Click Add Substitute(s)
5. Enter or Select Substitute
6. Click Add to “Preferred Substitutes”

Excluded Substitute

This feature can be used in the event the school or teacher prefers not to hire a substitute back on campus. Aesop will not call substitute(s) that have been marked excluded for any available jobs at your location. The substitute will never know why they aren't being called or seeing jobs at your location, unless you release this information to the substitute.

Follow these steps:

1. Click Setting Tab
2. Click School
3. Excluded Substitute(s)
4. Click Add Substitute(s)
5. Enter or Select Substitute
6. Click Add to “Excluded Substitute List”

Refund of Docking Procedure

1. The employee must send a letter on the school letterhead with the principal or department head's approval to the administrative director, stating the reason for the error, and asking to be reimbursed.
2. The secretary will need to complete a supplemental pay form to issue the refund, and the description of service will be Refund Docking once the clerk receives the approved letter back.
3. The secretary will need to send an email to the payroll clerk over your school to find out the budget code and account code along with the refund amount for the supplemental.
4. The original approved letter, supplemental summary form, and excel file must be sent into the payroll department in order for the employee to receive the refund.
All refunds will be paid at the end of each month.

ONE PAY RATE PER PAGE PER EMPLOYEE (See page 38 & 39 for examples)

A	B	C	D	E	F	G	H	I	J	K
1	John Doe		EXAMPLE			Job Class: 9992				
2	(First Name Last Name, ex: John Doe)					Pay Code:				
3						<small>Payroll Use Only</small>				
4	1234567		Refund of Docking			Example: XXXX-XXXX-XX-XXX-XXX				
5	Employee ID		Description of Services			Budget Unit				
6	Central Office		Teacher			Account Code				
7	School/Department		Job Title			See email for Account Code				
9			Time of Day		Number Hours	\$\$ Rate Per Unit	Subtotal	Additional Pay (if applicable)	Total Amount to be Paid	School Acct #
10	Dates Worked		Beg	End						
11	1 (Dates to be refunded)				5.00	\$ 282.75280	\$1,413.76		\$1,413.76	
12	2 1110-1130-AH-010-LOC				0.00	\$ 282.75280	\$0.00		\$0.00	
13	3 Regular Salary				0.00	\$ 282.75280	\$0.00		\$0.00	
14	4									
15	5									
16	6									
17	7									
18	8									
19	9									
20	10									
21	11									
22	12									
23	13									
24	14									
25	15				0.00	\$ 282.75280	\$0.00		\$0.00	

Once you receive the approved letter back from the Department Head, you will need to send an email to your payroll clerk requesting the refund docking details needed for the supplemental pay form.

The regular salary and sales tax budget code along with the account code will be sent to you via email by the Payroll Department ONLY. The regular salary will be on one page and the sales tax salary will be on another page. (Only one pay rate allowed per page)

All refunds are paid out on the last working day of the next monthly pay run.

	A	B	C	D	E	F	G	H	I	J	K
1	John Doe			EXAMPLE			Job Class: 9992				
2	(First Name Last Name, ex: John Doe)						Pay Code:				
3							Payroll Use Only				
4	1234567			Refund of Docking			Example: XXXX-XXXX-XX-XXX-XXX				
5	Employee ID			Description of Services			Budget Unit				
6	Central Office			Teacher			Account Code See email for Account Code				
7	School/Department			Job Title							
9	Dates Worked		Time of Day		Number Hours	\$\$ Rate Per Unit	Subtotal	Additional Pay (if applicable)	Total Amount to be Paid	School Acct #	
10			Beg	End							
11	1	(Dates to be refunded)			5.00	\$ 19.78030	\$98.90		\$98.90		
12	2	1120-1130-AH-010-LOC			0.00	\$ 19.78030	\$0.00		\$0.00		
13	3	Sales Tax Salary									
14	4										
15	5										
16	6										
17	7										
18	8										
19	9										
20	10										
21	11										
22	12										
23	13										
24	14				0.00	\$ 19.78030	\$0.00		\$0.00		
25	15				0.00	\$ 19.78030	\$0.00		\$0.00		
26	16				0.00	\$ 19.78030	\$0.00		\$0.00		

Once you receive the approved letter back from the Department Head, you will need to send an email to your payroll clerk requesting teh refund docking details needed for the supplemental pay form.

The regular salary and sales tax budget code along with the account code will be sent to you via email by the Payroll Department ONLY. The regular salary will be on one page and the sales tax salary will be on another page. (Only one pay rate allowed per page)

All refunds are paid out on the last working day of the next monthly pay run.

Approval List for Substitute Janitor/Clerical

Substitute Janitor Request Form

Asst. Supt./Personnel/Aux. Svc.
(337) 217-4040

Substitute Clerical Request Form

Elementary School Director
Elementary School Department
(337) 217-4140

Middle School Director
Middle School Department
(337) 217-4150

High School Director
High School Department
(337) 217-4160



SUBSTITUTE JANITOR REQUEST FORM

Send form to Mr. Robert Barrentine, COO, for approval before securing substitute.

Phone: 337-217-4040 Fax: 337-217-4041

SCHOOL NAME: _____ PHONE# _____

ABSENT JANITOR: _____

**SUBSTITUTE JANITOR: _____

*(**Must have substitute application on file in Personnel**)*

BEGINNING DATE: _____ APPROXIMATE ENDING DATE: _____

ALLOCATION REQUESTED: (Circle one)

1) SCHOOL ALLOCATION (Paycode 028) Rate of pay _____

2) SUBSTITUTE ALLOCATION (Paycode 020) Rate of pay (\$8.00 per hour)

HOW IS ABSENT JANITOR USING LEAVE: (Circle one)

SICK DAYS

LEAVE WITHOUT PAY

OTHER _____

(Explain)

ADDITIONAL COMMENTS:

Substitute Clerk Request Form

SCHOOL NAME: _____ PHONE#: _____

ABSENT CLERK: _____

**SUBSTITUTECLERK: _____

(**Must have substitute application on file in Personnel**)

BEGINNING DATE: _____ APPROXIMATE ENDING DATE: _____

ABSENT CLERK USING LEAVE: (Check one)

SICK DAYS

LEAVE WITHOUT PAY OTHER

OTHER _____

(Explain)

ADDITIONAL COMMENTS:

Where to Send Forms

Personnel-Fax (337) 217-4041

Personnel Forms

- Employee Information Change Form
 - Permanent employees and substitutes are able to use this form to update any personal information.

- Employment Verification Forms
 - Requests MUST go through Verifent

- W-4(Federal Tax Withholdings)

- L-4(State Tax Withholdings)

- Authorization for Direct Deposit
 - Changes to Direct Deposit will cause the next check to be a paper check before updated Direct Deposit goes into effect

Payroll-Fax (337) 217-4061

Payroll Forms

- Social Security Wage Verification

- Food Stamps/Child Care Forms

- Housing Authority Verification

- Disability Claim Form (Short or Long Term)
 - The completed employee portion, completed physician portion, and employer statement should be turned into payroll.
 - Payroll will complete the employer statement & then fax all proper forms to the inquiring company.
 - (A copy of all forms with fax confirmation email is attached and mailed to the employee)

Calculating Hourly Time Off in 15 Minute Intervals

**This chart is just for reference. Absences do not have to be entered with exact TIMES WORKED but MUST be entered with exact number of working HOURS.

TIME IN - AM	TIME OUT - PM							
	8 HRS	7 HRS	6 HRS	5 HRS	4 HRS	3 HRS	2 HRS	1 HR
6:00	2:00	1:00	12:00	11:00	10:00	9:00	8:00	7:00
6:15	2:15	1:15	12:15	11:15	10:15	9:15	8:15	7:15
6:30	2:30	1:30	12:30	11:30	10:30	9:30	8:30	7:30
6:45	2:45	1:45	12:45	11:45	10:45	9:45	8:45	7:45
7:00	3:00	2:00	1:00	12:00	11:00	10:00	9:00	8:00
7:15	3:15	2:15	1:15	12:15	11:15	10:15	9:15	8:15
7:30	3:30	2:30	1:30	12:30	11:30	10:30	9:30	8:30
7:45	3:45	2:45	1:45	12:45	11:45	10:45	9:45	8:45
8:00	4:00	3:00	2:00	1:00	12:00	11:00	10:00	9:00
8:15	4:15	3:15	2:15	1:15	12:15	11:15	10:15	9:15
8:30	4:30	3:30	2:30	1:30	12:30	11:30	10:30	9:30
8:45	4:45	3:45	2:45	1:45	12:45	11:45	10:45	9:45
9:00	5:00	4:00	3:00	2:00	1:00	12:00	11:00	10:00
9:15	5:15	4:15	3:15	2:15	1:15	12:15	11:15	10:15
9:30	5:30	4:30	3:30	2:30	1:30	12:30	11:30	10:30
9:45	5:45	4:45	3:45	2:45	1:45	12:45	11:45	10:45
10:00	6:00	5:00	4:00	3:00	2:00	1:00	12:00	11:00
10:15	6:15	5:15	4:15	3:15	2:15	1:15	12:15	11:15
10:30	6:30	5:30	4:30	3:30	2:30	1:30	12:30	11:30
10:45	6:45	5:45	4:45	3:45	2:45	1:45	12:45	11:45
11:00	7:00	6:00	5:00	4:00	3:00	2:00	1:00	12:00
11:15	7:15	6:15	5:15	4:15	3:15	2:15	1:15	12:15
11:30	7:30	6:30	5:30	4:30	3:30	2:30	1:30	12:30
11:45	7:45	6:45	5:45	4:45	3:45	2:45	1:45	12:45
12:00	8:00	7:00	6:00	5:00	4:00	3:00	2:00	1:00

Supplemental Forms

Here is a partial list of activities that would have to be sent in on Supplemental Pay Forms for employees and substitutes to receive payment.

1. Overtime Worked– *See Page 47*
2. Janitor Summer Hours Worked
3. Extra Workdays– *Days worked outside of your contract days (Must be completed by the end of June for the current year)*
4. Bus Drivers and Attendants for trips paid by school– **Upload Field Trip sheet to H-Drive**
 - a. Field Trips
 - b. Athletic Events
 - c. Other School related events
5. Extended Daycare Programs
6. ISI– (In School Isolation)
7. Summer School
8. Special Ed
9. Leap
10. Other

Note: All supplemental pay must be reported and paid in **HOURS**.

Supplemental Workbook Structure

1. SUPPLEMENTAL WORKBOOK -

The full supplemental file is referred to as the Supplemental Workbook

The Employee Supplemental Pay Forms are created in an Excel **Workbook**.

This file will be saved to your hard drive and will be your Master copy. Each month the master copy will need to be opened to input data and saved as a newly named file.

The Workbook contains:

- ◆ Summary Page (Summary)
- ◆ 35 Individual “Employee Pay Pages”
(Employee #1, Employee#2 etc.)

WORKBOOK

SUMMARY PAGE

2. SUMMARY PAGE -The default page (first page) is the **Summary Page**

The summary sheet is your **default** worksheet. When you enter your school/department name on the summary sheet, all 35 employee pages will have the school/department name automatically printed on them. Also, when you enter your check number and check amount on the summary form, all 35

employee pages will have the same data automatically printed on each page.

3. EMPLOYEE PAGES –All other pages are your Employee Page

Data Entry on “Employee Supplemental Pay Pages”

1. Open the Master Copy in Excel
2. Click on the Employee#1 tab
3. Enter the following information in the appropriate fields

Required Information:

- ◆ Employee Name
- ◆ Employee 7-digit ID number
- ◆ Job Title
- ◆ Budget Unit (automatically formatted in this format: xxxx-xxxx-xx-xxx-xxx)
- ◆ Account Code (automatically formatted in this format xxxxxx)
- ◆ Dates Worked
- ◆ Total Number of Hours
- ◆ Rate Per Unit (Only one rate per person per page)
- ◆ Unit of Measure Hours
- ◆ Additional Pay-If applicable (Show up fees, late fees, etc.)
- ◆ Description of Services

If additional employees are to be paid, click on the next employee page(tab) on the bottom of the workbook (example “Employee 2”, Employee 3, etc.) and follow the instructions above for the additional employees.

Employee Name	Employee ID	Hours	Pay rate	Pay Amount	Pay Cod	Job Class	Budget Unit	Acct Code	Description of Service
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									

EMPLOYEE PAGES

Printing the Summary Page

The Supplemental Pay Summary Page will automatically compile all information from the individual employee pages. The Supplemental Pay Summary page will need to be printed after all the data on the Employee Pay Pages has been entered and is correct.

- ◆ Click on the Summary Page Tab
- ◆ Select Print under the File Menu
- ◆ Click OK to print

The Principal/Supervisor will need to sign the Summary Page and forward this page along with any overtime logs or field trip/bus trip sheets to the appropriate Administrative Director/Department Head. (ONLY THE SUPPLEMENTAL SUMMARY PAGE should be printed and supporting documentation listed above attached. Employee Pages do not need to be printed)

After this is completed, you will need to save the worksheet with a new name. The name of the supplemental folder MUST be in the following format: LOC_MON_DESCRIPTION

LOC—means your school or department three-digit location number.

MON—means the three-digit abbreviation of the month WORKED, not PAID.

DESCRIPTION—can be anything you like.

You will then email the file to the payroll department at sup@cpsb.org

Steps for submitting Supplementals

Please make sure the following steps have been completed. If any of the steps have not been completed, payment to the employee or substitute cannot be processed.

1. Summary page printed and signed by principal
2. Workbook is saved in proper name format on your computer
3. A copy of the Summary page and supporting documentation is made and copy is kept on file with your files
4. Original Summary page, supporting documentation and school check (if applicable) is interofficed to your Administrative Director's office by the deadline
5. Full Workbook saved in proper name format has been emailed to sup@cpsb.org

Calculating Overtime

Calcasieu Parish School Board salary schedules are based on a 38.75 hour work week. This equals 7.75 hours per day. The 9-month janitor, 12-month janitor, and cafeteria technician are all hourly employees. You need to determine how many hours/day the employee was set up to work. Ex: Cafeteria technicians are only paid for 7 hours per day which gives them a 35 total hour work week. Teachers, principals and administrators are the **ONLY** employees who are exempt from CPSB overtime requirements. All other employees must be paid overtime if they perform job duties over their required total hour work week. ALL employees must **PHYSICALLY** work forty (40) hours per week before it is considered to be time and a half overtime. All overtime (any hours above the normal work week for that employee) is straight hourly time until the forty (40) hour work week is met. Everything over the forty (40) hours is required to be paid at the time and half hourly rate for the employee. The standard work week is Sunday through Saturday with no exceptions.

Review Aesop entries against sign in sheets to verify time worked for the employee.

1. Check to be sure we did not have a holiday, district non-work day, or any employee absence for the work week you are working on. If the employee had an absence, district non-work day, or holiday during the work week you will need to subtract these day(s) off of the required work week total for that employee.

Examples:

EMPLOYEE WITH AN ABSENCE

- A. If you have a janitor that is absent for 1 day (8 hours) during the week, and his required work week is normally 40 hours then his week will now be reduced to 32 hours. If during that week he physically worked 42 hours then his time will be paid out as shown below.
 - ◆ 40 hours (*salary work week*) minus 32 hours equals **8.00 hours** – *To be paid at the straight time rate.*
 - ◆ 42 hours (*physically worked*) minus 40 hours equals **2.00 hours** – *To be paid at the time and half rate.*
 - ◆ 8 hours x \$10.64 (straight Time)
 - ◆ 2 hours x \$15.96 (overtime Rate is \$10.64 multiplied by 1.5)

EMPLOYEE WITHOUT AN ABSENCE

- B. If you have a para or clerk that works the required work week of 38.75 hours plus 3 hours over for a total work week of 41.75 hours then the overtime would be paid out as shown below.
 - ◆ 40 hours (*salary work week*) minus 38.75 hours equals **1.25 hours** – *To be paid at the straight time rate.*
 - ◆ 41.75 hours (*physically worked*) minus 40 hours equals **1.75 hours** – *To be paid at the time and half rate.*
 - ◆ 1.25 hours x \$10.64 (straight Time)
 - ◆ 1.75 hours x \$15.96 (overtime Rate is \$10.64 multiplied by 1.5)
2. You are now ready to create your supplemental pay form for the work week.
 3. You will need to determine a process that works for you, keeping in mind this is how you must calculate the overtime payments for every employee.

Note: If you have questions **ALWAYS** call the Payroll Department for help and we will be happy to help you.

Converting Standard Time Chart

Standard / Military Time Conversion Chart

<u>Standard Minutes</u>	<u>Military Conversion</u>	<u>Standard Minutes</u>	<u>Military Conversion</u>
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50	60	1.00

The above conversions show standard minutes as a percentage of a military hour.
For Example, an employee that worked 8 hours and 51 minutes would be paid for 8.85 hours.

Overtime Documentation Log

(Provides a general description of what services are provided in each hour of overtime)

First Name, Last Name _____ Authorized Supervisor Signature _____

Social Security Number _____ Employee Signature _____

School/Department _____ Job Title _____

	Location of Work	Time of Day		(NEW LINE FOR EACH HOUR) Description of Services
		Begin	End	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Form must be attached to all Supplemental Pay Forms for overtime.

TRIP TRACKER/Field Trip Procedures

Updated 8/1/23

Procedures for Driver Trip Sheets

- Trip/Paying School must scan and save driver trip sheets on "H" Drive-Department & School Share – Driver Trip Sheets
- **MUST** be entered in this format: MM.DD.YY LAST NAME, FIRST NAME
EXAMPLE: 08.31.23 FONTENOT, ALICE
- They must be loaded by 9AM, the Monday following the day the driver turns in to Trip School by the Paying School (Drivers now have 3 days from the time of trip to turn in COMPLETED Driver Trip Sheet) Trip sheet must be turned in by 3:00PM of the 3rd day.
- If a driver does not turn in the trip before the 3-day deadline, he/she risks not receiving payment and their absence in Absence Management will be changed to a personal absence.

New Driver Trip Sheet Format

- The new format is attached (See Page 11)
- Drivers **MUST** complete ALL information on the driver trip sheet before it can be turned in
- Please Note: The times listed are ESTIMATED TIMES. There may be instances where these times change. The driver is responsible for filling in the correct times.
- There may be an additional "Cleaning Fee" added on the trip sheet as well. This is added if there is extensive clean up required to the bus after the field trip.

Coding Absences for Drivers for Field Trips

- Drivers who drive for St. Louis or other NON-CPSB schools – absences **MUST be coded as a personal absence entry**– it can NOT be coded as School Related Business
- Drivers who driver for CPSB school trips– absences can NOT be coded as personal absence days– they **MUST be coded as School Related Business per CPSB POLICY.**

Paying Drivers for Field Trips

- If the driver is a sub, **do NOT deduct the AM and/or PM route times** from the field trip. If a sub driver is driving a field trip during a route time, they are not being paid for the route.
- If paying a REGULAR/SALARIED driver for a field trip, the amounts for missed routes **MUST** be deducted (whether the missed route results in a split route or there is a sub driver). The fees to deduct are as follows:
 - FULL AM ROUTE= \$20
 - FULL PM ROUTE= \$20
 - FULL AM AND PM ROUTE = \$40
 - PARTIAL ROUTE (this is calculated when a driver completes a portion of their regular route but not the full route before the field trip) = \$2.50 for every 15 minutes (Example: Driver drives a portion of his/her regular route and begins a field trip at 3:45PM – You would deduct \$2.50 from the total amount of the trip for that 15 minutes they are receiving a regular salary)
 - Times are 6am – 8am for AM routes and 2pm – 4pm for PM Routes. Regular drivers are receiving a salary for these times and can NOT receive payment for a field trip as well.

When Completing the Supplemental:

A trip sheet **MUST** be attached to the supplemental with the check when sent to Payroll.

Driver Trip Sheet Report

SECTION 1:

Destination: Skate City

Trip Name: OLQHS
Trip Date: 07/12/2017

Trip ID: 2817

Account: OUR LADY QUEEN OF HEAVEN SCHOOL

Requester: MCCOMB, COLLEEN

Trip Type: FIELD TRIP (REWARD)

Origin: Our Lady Queen of Heaven School

Contact Person: JUNE GREEN

Estimated Depart Time: 07/12/2017 10:30 AM

504-756-5586

Estimated Return Time: 07/12/2017 01:30 PM

Reason For Trip: SKATE CITY

Notes:

SECTION 2: FILL IN BLANKS WITH VALID INFORMATION

Driver: VEILLON, DEBRAL

Vehicle: 698

Starting Odometer:

--	--	--	--	--	--	--	--

Phone # if

payroll issues: _____ SSN#: _____

Ending Odometer:

--	--	--	--	--	--	--	--

SECTION 3:

Total cost paid to driver BEFORE deductions: (include \$12.00 show up fee + \$10 hr) \$ _____

Did you miss any part of your route? YES NO Which part did you miss? AM PM BOTH

Amount to deduct, if applicable: (\$20 for AM or PM. \$40 for both AM & PM) \$ _____

Amount to be paid to driver AFTER deductions: \$ _____

Did this trip result in you having a route split or securing a substitute driver? YES NOIf applicable, name of sub driver: _____

SECTION 4:Passengers have received emergency evacuation instructions: YES NOChaperone has verified that all passengers are accounted for: YES NOI have checked my bus for items or passengers that may have been left of the bus: YES NODriver Signature: x _____

For school use only:

If the regular driver of the route was not present for their route because of a field trip, then the school for which the driver performs the field trip would be charged according to the following:

** A \$25 fee will be charged to club/school if field trip causes the assigned driver to miss either their AM or PM route (\$50 if they miss both routes. This fee will go towards the cost of the substitute driver or will go towards the cost of splitting the route)

NOTE: If driver had a substitute to take his/her place on the regular route, then the school is still responsible for charges listed above. If a school hires a substitute driver who is not assigned to drive the field trip, then the school is not subjected to above mentioned charges.