



Stafford County Public Schools

Frequently Asked Questions for Substitutes

General Process Overview

Congratulations! You are on the path to becoming a substitute with SCPS! If you have completed your application and are wondering “now what?” – this FAQ sheet is here to help you get started.

- ❖ Once you have submitted your application, you will receive an email confirming receipt of your application. This email will also include your applicant ID, and contain a link to the New Substitute Orientation. Please follow the link to review the full orientation and certify your completion at the end.
- ❖ Upon completion of your orientation you will receive a link to schedule an Onboarding appointment with our office. Please schedule a time to meet with us and bring **all** of your completed paperwork to your appointment. A representative from the Department of Human Resources will fingerprint you upon receipt of your completed Substitute Packet.
- ❖ **Once you have completed all paperwork, we have received the results of your background check and fingerprinting, and three positive references have been returned electronically** you will receive an email with your employee ID, along with directions to register for the online Substitute System and allow you to start accepting jobs. **Please note that your applicant ID and your employee ID are not the same.**
- ❖ The first time you register with the system, your ID number and Pin number are the same – you will need to change the Pin to a four-digit number as soon as you log in.
- ❖ All new Substitutes are required to complete the New Substitute Training within 30 days of their hire. **This is a mandatory, paid training.** Upon your hire you can locate this training in your Employee Self Service (ESS) profile, and a link will also be sent via email. Please be on the lookout for this training!

FAQ

What paperwork do I need to complete for the Substitute Packet?

- Substitute Packet paperwork includes the following:
 - Signed Substitute Job Description
 - I-9 Form and required identification
 - Virginia Department of Social Services/ Child Protective Services Form (DSS)
 - Negative TB Risk Assessment Screening or Test signed by a licensed professional
 - Request for Fingerprinting
 - Authorization Agreement for Automatic Deposits
 - Payroll Data Sheet
 - W-4 Form
 - VA-4 Form
 - Social Security Card

I do not know where my Social Security card is – will my birth certificate suffice?

- Unfortunately, no. We need a copy of your Social Security card for payroll purposes. However, we will accept a letter or receipt from the Social Security office stating that you have ordered a new copy of your card. Once your new card arrives, please bring it in to the Department of Human Resources so we are able to put a copy on file.

I have most of my packet complete, but I am missing one thing – can I turn the rest of my paperwork in while I am waiting?

- We want to make sure that your hiring process goes as smoothly as possible, but in order to do that we do *not* accept partial packets. If you would like to come in to ensure that you have completed the rest of your paperwork correctly, we can check over it for you. However, we will not accept it until you complete the packet in its entirety.

Do I need to get a new TB Screening completed if I have already been screened or tested?

- We require that the completion date of your TB Screening or Test be within 12 months of your hire date. If you have received a TB Screening or Test within that timeframe, we will happily accept that, however if it is older, we do require that you get an updated screening.

When are the Substitute Workshops?

- SCPS has moved to a fully virtual format for Substitute Training. The former Substitute Workshop is now the “New Substitute Training” indicated above. If you do not receive an email with this link you can still log into your Employee Self Service profile and access the training from there. Please email Arianna Hroncich (hroncichac@staffordschools.net) with questions about the New Substitute Training.

I have completed all of my paperwork, been fingerprinted, and my references are all in – when should I receive the email with my employee ID?

- Typically, you will receive your employee ID 7-14 days after every step of the hiring process is complete.

I am a former employee – do I need to complete the same steps?

- That depends. Please refer to this chart to see what is required.

If you are a...	Application	New Substitute Training	Fingerprints	Substitute Packet
Retiree (have to be completely separate for 30 days)	Yes	No	No	No, with written confirmation that you do not want to make changes to your tax/payroll documents
Teacher on LOA	Yes	Yes	No	No
Former SCPS Teacher or Paraprofessional	Yes	Yes	Yes, if separated for more than one year	Yes, if separated for more than one year
Former Substitute (separated more than one school year)	Yes	Yes	Yes	Yes

I would like to change the schools I receive calls from – how can I do that?

- If you would like to make changes to the locations in your profile, please log into your SmartFind Express profile via the web and update your location settings. There is a video explaining the features of your profile available in the “help” section of SmartFind Express.

How do I become a Long Term Substitute?

- If you are interested in becoming a Long Term Substitute please send an email to Arianna Hroncich (hroncichac@staffordschools.net). You need to have a Bachelor’s degree to be eligible for a Long Term Substitute position. If you qualify to be a long-term substitute and are interested in determining if you qualify for your provisional teaching license, please contact Connie Irby at irbycl@staffordschools.net.

When do we receive our paychecks, and what is the pay cycle on each paycheck?

- Each pay cycle runs from the 11th through the 10th and all employees receive their paycheck on the first day of each month via direct deposit. For example, any days worked between August 11 and September 10 is paid on October 1. If there is a holiday that would cause bank closure, paychecks are typically available prior to the holiday.