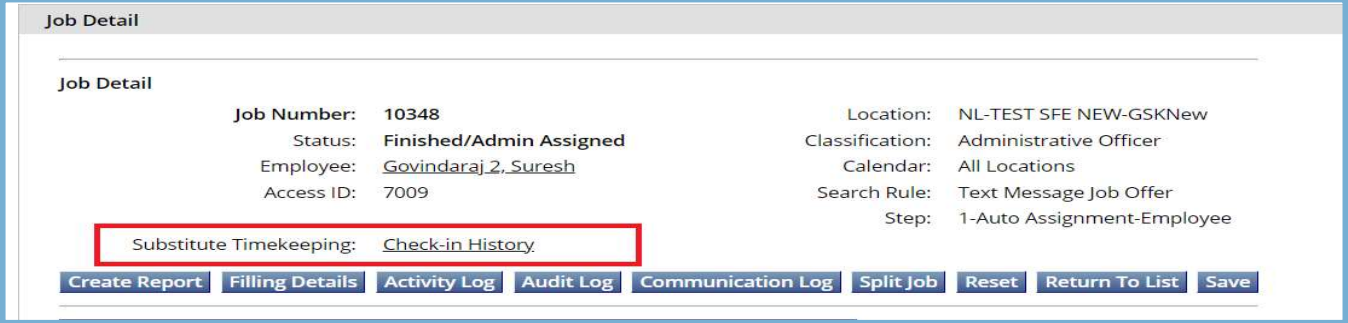


Timekeeping in SEMS for:

- **Substitute Teachers**
- **Substitute Special Education Paraeducators**
- **Substitute Cafeteria Workers**

Entering, viewing, modifying, and approving time-keeping history from job details

1. When the job has ended, Admins/Operators who can view the check-in history based on Menu access permission, will view the highlight link within job details.



The screenshot shows the 'Job Detail' page. The job information is as follows:

Job Number:	10348	Location:	NL-TEST SFE NEW-GSKNew
Status:	Finished/Admin Assigned	Classification:	Administrative Officer
Employee:	Govindaraj 2, Suresh	Calendar:	All Locations
Access ID:	7009	Search Rule:	Text Message Job Offer
		Step:	1-Auto Assignment-Employee

Below the job information, the 'Substitute Timekeeping' section has a link for 'Check-in History' highlighted with a red box. At the bottom, there are several buttons: 'Create Report', 'Filling Details', 'Activity Log', 'Audit Log', 'Communication Log', 'Split Job', 'Reset', 'Return To List', and 'Save'.

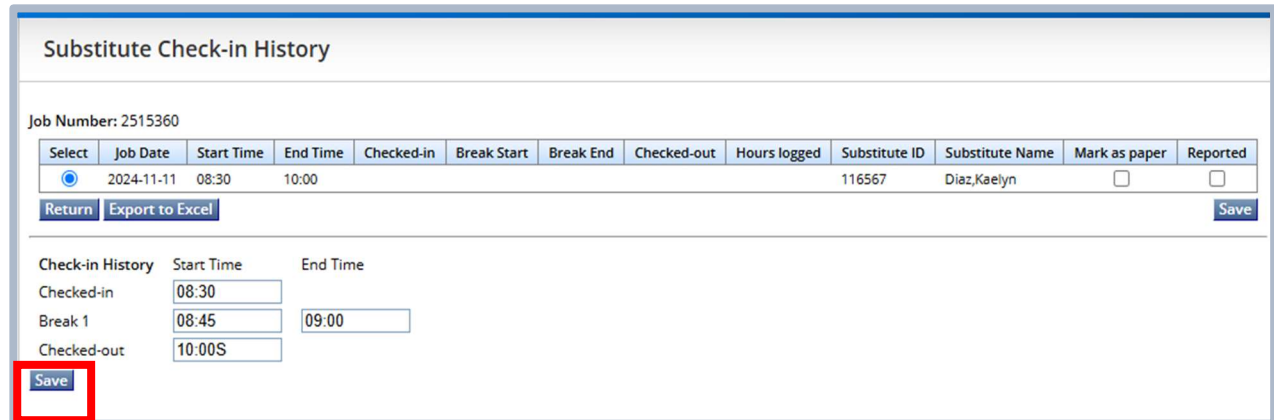
2. The timekeeper will enter the checked-in and checked-out time-card entries for the substitute, only when the job has ended. For multi-day job, there will be a row each for dates of the multi-day job.

Notes:

- Admin/Operator will enter the hours worked and breaks (24-hour format, i.e.: 08:00, 14:00, etc.).
- If substitute hours changed the timekeeper is able to modify the start and end times of the corresponding job.
- Include any breaks including lunch break.
- Hours for substitute teachers and special ed paras cannot exceed 7 hours.



Once correct hours are entered for the substitute, click on the "save" button below the checked-out time entry.



The screenshot shows the 'Substitute Check-in History' form. The job number is 2515360. Below the job number is a table with the following columns: Select, Job Date, Start Time, End Time, Checked-in, Break Start, Break End, Checked-out, Hours logged, Substitute ID, Substitute Name, Mark as paper, and Reported. The table contains one row of data for the date 2024-11-11, with a start time of 08:30 and an end time of 10:00. Below the table are buttons for 'Return', 'Export to Excel', and 'Save'. Below the table is a 'Check-in History' section with input fields for 'Checked-in', 'Break 1', and 'Checked-out'. The 'Checked-in' field is set to 08:30, 'Break 1' is set to 08:45-09:00, and 'Checked-out' is set to 10:00S. A 'Save' button is highlighted with a red box at the bottom left of the form.

Elementary schools, skip to step 4

3. **Class Coverage for secondary schools**

ONLY:

When emergency class coverage needs to be reported, the “**CLASS COVER**” code will need to be added in the “**assigned substitute**” section of the job detail screen.

Enter “CLASS COVER” in the Substitute Pay Rate box and click “save”.

Once the Class Coverage is entered click on “check in history” to complete the next step.

If there is no emergency class coverage to report skip to the next step.

Job Detail

Changes are not updated until Save is pressed

Verify Job: Yes No

Reason: 2 ILLNESS IN FAMILY

Workshop Code: []

Date From: 11/12/2024 To: 11/12/2024

Weekly Schedule:	Start Time (hh:mm am)	End Time (hh:mm am)	Substitute Time Worked (hh:mm)
Tuesday	07:30 AM	08:15 AM	00:45

Assigned Substitute

Name: []

Access ID: []

Telephone #: []

Accepted On: 11/11/2024 10:34 AM

Accepted Via: Pre Arranged

Level: 1

Pay Rate: []

Substitute Pay Rate: **CLASS COVER**

Modify the assigned substitute

Substitute ID: [] [Name Lookup](#)

Cancel the assigned substitute? Yes No
(Changes are not updated until Save is pressed)

Notify the canceled substitute? Yes No

Cancellation Reason: []

[Save](#)

4. Once time entry is completed, the “Hours Logged” will show the total number of hours the substitute will be paid for. Then, the Admin/Operator will check the “Reported” box, and then click on the “Save” button below this box.

Job Number: 2658398

Select	Job Date	Start Time	End Time	Checked-in	Break Start	Break End	Checked-out	Hours logged	Substitute ID	Substitute Name	Mark as paper	Reported
<input type="radio"/>	2025-02-03	08:30	16:00	08:30	11:00	11:30	16:00	07:00				<input checked="" type="checkbox"/>

[Return](#) [Export to Excel](#) [Save](#)

Check-in History	Start Time	End Time
Checked-in	<input type="text" value="08:30"/>	
Break 1	<input type="text" value="11:00"/>	<input type="text" value="11:30"/>
Checked-out	<input type="text" value="16:00"/>	

[Save](#)

Mark as paper	Reported
	<input checked="" type="checkbox"/>
	Save