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.

Job Detail

Job Detail

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

Substitute Timekeeping: Check-in History

Create Report | Filling Details | Activity Log | Audit Log | Communication Log | Split Job | Reset | Return To List | 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.

Substitute Check-in History

Job Number: 2515360

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
⦿	2024-11-11	08:30	10:00						116567	Diaz,Kaelyn	☐	☐

Return | Export to Excel | Save

Check-in History	Start Time	End Time
Checked-in	08:30	
Break 1	08:45	09:00
Checked-out	10:00S	

Save

2

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: Times

	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 all time entries are completed, the Admin/Operator will check the "Reported" box, and then click on the "Save" button below this box.

Substitute Check-in History

Job Number: 2515360

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
◉	2024-11-11	08:30	10:00								☐	☑

Return | Export to Excel   Save

Check-in History	Start Time	End Time
Checked-in	08:30	
Break 1	08:45	09:00
Checked-out	10:00S	

Save

⌐	Substitute Name	Mark as paper	Reported
		☐	☑
			Save