

INSTRUCTIONS FOR REQUESTING A SUB/TIME OFF

Anytime you will not be teaching your class because of a personal day, illness, medical appointment, field trip, chaperoning, attending a conference, jury duty, bereavement or any other reason you may be out....the following details will help you with the process of requesting a sub, providing sub plans, requesting time off and entering time in PayCom:

Getting a substitute

- Contact our sub coordinator, via email: subline@harker.org or phone: 408-345-0102 (x102 while on campus).
 - ✓ Email is recommended so that you have the request and details in writing
 - Including attendanceus@harker.org on the email will give the upper school office advance notice of your absence and will help them prepare.
 - ✓ You will need to provide: your name, campus, subject(s) taught, date(s), period(s), parking space number, and reason for the absence.
 - Class periods are needed to help the sub coordinator determine if a full or partial day sub is needed.
 - ✓ If you will be missing class time for conference or personal reasons, approval needs to be given by Paul before you request the sub.
 - ✓ Advance notice is best, but the sub coordinator will need to be contacted by 6:30 am if calling the morning of the absence.
 - After 6:45 am you must email attendanceus@harker.org in order for a member of the upper school office to coordinate the substitute for the day.
 - If you are going to call in after 6:45 am you will need to continue calling until you reach either Michelle (x645) or Eric (x653). **DO NOT** leave a voicemail message, your message may not be received in time to get coverage for your class(es).

Sub Plans

- Please send your sub plans (or where they will be located) to: attendanceus@harker.org
 - ✓ You are encouraged to cc your department chair on this email so he/she is available to assist the sub, if the need arises.
 - ✓ Please include your name on your plans. If we have several teachers out, it can be difficult to figure out which plans belong to who on busy mornings. Sending the day before helps us to have everything ready for the sub first thing in the morning.
- If you are leaving your sub plans on your desk, you still need to email attendanceus@harker.org so we know where your plans are.
 - ✓ Please send an electronic copy as well, we have had plans get “lost” in the past.
- Remember to provide specific details for your classroom in your sub plans.
 - ✓ If you are giving a test and have a student that gets extra time.
 - ✓ You have your students sit by a seating chart.
 - ✓ You will be out on a “D” day - will the sub be covering your advisory? Will your co-advisor or dean?
 - ✓ Any other specific details that a sub may need for covering on that specific day.
 - Subs do not have computers or internet access; sub plans should not include details that expect them to log on to our network.
- The upper school office will provide your current class lists to the sub.

In-house Coverage

- Remember that you need to email attendanceus@harker.org when you have arranged for in-house coverage as well. Please provide the name(s) of the teacher(s) covering the period(s) and where.
 - ✓ We need to know where students can be located for many reasons other than attendance.
 - ✓ We need to know who is covering your class, and where, in case questions arise during or after the period.
 - ✓ If attendance is not reported properly it delays the process of finding a student, when they may be in another classroom.
 - REMINDER – students are not be sent to the library unless you have pre-arranged for your specific class to be taught in the library classroom by one of our librarians. **(The library is not to be used as a holding place for students if you are not able to keep them in class or get your period covered in-house.)**

Approval for Time-Off

- PTO (Personal Time Off), conference time, field trips, and time off to write recommendations all require pre-authorization.
 - ✓ Paul is the only one that authorizes excused time off from the classroom.
 - ✓ If you are hoping to take a personal day, your department head should be made aware of the request, but should not be the one to approve the time off.

PayCom

All employees are expected to enter their own exceptions into PayCom when time missed from the classroom is equal to more than 4 hours. Your time off needs to be reported by the end of each pay period. You will receive an email reminder when the payroll period is about to come to an end. You need to be sure to add your information in PayCom if you have taken time off in the pay period referenced before that pay period has closed; the email has those timeline reminders.

- If you need assistance with accessing (password reset) PayCom, please contact HR
- If you need assistance with logging the time in PayCom, we are happy to help you with any questions you may have

Request Time Off or Entering Hours in PayCom:

HR has put together a guide for coding time in PayCom. It can be found under the HR tab in the faculty/staff portal (click on “PayCom How to” and then “PayCom – How to Enter Hours”). If coding PTO or Sick Time, please refer to page 4 of the document. Please note that both PTO and Sick Time are submitted as “Time Off Requests” in PayCom.

For coding all other exceptions (conference, field trip, jury duty, bereavement, etc.), please refer to page 7 of the document.