



RIALTO UNIFIED SCHOOL DISTRICT

Fiscal Services

Payroll Bulletin 17-001

DATE: August 3, 2017

TO: Certificated Substitute Teachers

FROM: Diane Romo, Sr. Director, Fiscal Services

SUBJECT: Electronic Substitute Payroll Time cards

The purpose of this bulletin is to notify certificated substitute teachers of the change to their payroll timecards.

Effective July 1, 2017, substitute teachers will no longer be paid using a timecard. All assignments worked will be tracked and stored in the Frontline Education Substitute calling system (formerly AESOP). This calling system will generate an electronic upload into the payroll system for pay check processing. Please refer to the enclosed **Substitute Guide to Payroll** for detailed instructions.

Should you have any questions, please feel free to contact the Payroll Department at (909) 820-7700 Ext. 2232.

SUBSTITUTE'S GUIDE TO PAYROLL

Effective July 1, 2017, as a substitute teacher, you will no longer be paid using a timecard. Your payroll will be generated by the information stored in the Frontline Education substitute calling system. When you log into Frontline Education and accept a job, this will create a record for payroll to extract and pay for the time worked.

It is important that you log into Frontline Education and verify all your time worked has been recorded accurately in the Frontline Education system. Without a timecard, this will be the only way for you, as a substitute teacher, to verify all your time is paid accurately and in a timely manner.

Where do you log in?

www.signin.frontlineeducation.com

Enter your ID number and PIN number provided by the District



LOGGING IN ON THE WEB

To log in to the absence management system, type signin.frontlineeducation.com in your web browser's address bar and select **Sign In** for the "Absence Management" feature.

The Sign In page will appear. Enter your ID and PIN and click **Login**.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

What to look for?

Once in Frontline Education, your substitute profile will give you a history of your past jobs. It is extremely important that this information is reviewed on a weekly basis. You must verify your start and end times are correct, as this will determine if you are paid a half day or full day. You need to make sure all your assignments are listed in your history tab. If the start and end times are not correct or an assignment is not listed, you will not be paid. Once you notice the discrepancy, immediately call the school site and inform them of the error or missing assignment!

Available Jobs (15)		Scheduled Jobs (2)		Past Jobs (4)		Non Work Days (6)	
This list shows jobs for the past 30 days. View more by clicking the History tab							
Date	Time	Duration	Location				
Barnes, Matt Science Teacher Report to: Main Office Conf #78177581							
Mon, 3/12/2012	7:45 AM - 4:45 PM	Full Day	Dell Middle School				
Smith, Matt 3rd Grade Teacher Report to: Main Office Conf #78177578							
Tue, 3/20/2012	8:00 AM - 3:00 PM	Full Day	Sawyer Elementary School				
Smith, Matt 3rd Grade Teacher Report to: Main Office Conf #78176966 See Details							
Mon, 3/26/2012 - Tue, 3/27/2012	11:31 AM - 3:00 PM	Half Day PM	Sawyer Elementary School				
Barnes, Matt Science Teacher Report to: Main Office Conf #78176971 See Details							
Mon, 4/2/2012 - Tue, 4/3/2012	7:45 AM - 4:45 PM	Full Day	Dell Middle School				

What is not paid through Frontline Education/requires a timecard?

- If you substitute at a secondary school and cover all 6 periods you receive an additional period of pay. This additional period, commonly referred to as a +1, will need to be entered on a timecard.
- If you are a substitute for Home Hospital or Hourly ROP teachers you will use a timecard.
- If you are using your sick leave, you will need to enter this time on a timecard.
- Any correction to the time worked that is corrected in Frontline Education after the 20th of the month will have to be paid on a timecard. For example - in Frontline Education a substitute teacher worked 6:55 a.m. - 9:30 a.m. The report is run, signed, and processed by Payroll and the substitute teacher is paid for ½ day. On the 23rd, the substitute teacher reviews his assignments online in Frontline Education and notifies the school site that he subbed the whole day. The correction needs to be done in Frontline Education and a timecard needs to be created to pay for the additional ½ day of pay owed to the substitute teacher.

Who to Contact?

Issues with Frontline Education - Personnel Services 909-820-7700 x2415

Missed assignments/ Incorrect data in Frontline Education - School site where assignment was worked