



# SOUTHERN WESTCHESTER BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

## CENTER FOR SPECIAL SERVICES

1606 Old Orchard Street, White Plains, New York 10604  
(914) 948-7271 • Fax (914) 948-7598

Date: September 2018  
To: All Substitutes  
From: Margaret Manion

Welcome!

Enclosed find your Substitute Information Packet. The packet includes:

- 1) Procedures on how to complete a timesheet.
  - a) Make sure you get the timesheet **signed each day you are at a site**. Have the teacher and then the principal sign the sheet. If you are returning to the same site the following day, you may use the same timesheet; otherwise start another sheet. If you run out of timesheets, give me a call and I will get you more immediately.
  - b) Your employee ID # will be on your first paycheck. Please be sure to put your ID # on your timesheets after your first check, or your timesheet will be returned by the payroll department for you to complete. This may result in your pay being delayed into the next pay cycle.
  - c) On the last day of the pay period (refer to the back of the timesheet), put the original in the mail (or drop it off). This will be beneficial in ensuring timely processing and payment.
- 2) A Locations and Directions Guide lists all of our locations alphabetically by school district with directions on how to get to each site.
- 3) A schedule of school start times for students and staff. **A substitute should be at the site the same time as staff, and stay to assist the teacher.**
- 4) A form with AESOP instructions. You may call in to the AESOP system the night before to see jobs that are available and accept them if it is a site you prefer. If you have not called in to the AESOP system, I will give you a call between 6:30 am and 7 am to let you know where we need coverage.

**It is important to get to the sites on time and be as helpful to the class as possible.**

The rate of pay is as follows: \$95.00 per day for aides/assistants and \$120.00 per day for certified personnel.

Please call me should you have any questions (914)948-7271 ext. 1212 or ext. 1232.

COMPONENT DISTRICTS: Ardsley, Blind Brook, Bronxville, Bryam Hills, Dobbs Ferry, Eastchester, Edgemont, Elmsford, Greenburgh Central Seven, Greenburgh Eleven, Greenburgh Graham, Greenburgh North Castle, Harrison, Hastings-on-Hudson, Hawthorne Cedar Knolls, Irvington, Mount Pleasant Blythedale, Mount Pleasant Central, Mount Pleasant Cottage, Mount Vernon, New Rochelle, Pelham, Pleasantville, Pocantico Hills, Port Chester, Rye City, Rye Neck, Scarsdale, The Tarrytowns, Tuckahoe, Valhalla, White Plains



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Date: September 2018

To: All Substitute Personnel

From: Margaret Manion

**Please follow the procedures below for filling out Substitute Time Sheets:**

- 1) Time Sheets must be filled out for **each** location every week. All time sheets should be sent in on Fridays to insure timely payment. Please refer to the payroll schedule on the back of the time sheet.
- 2) When a job assignment is completed, the **teacher in charge must authorize** the time worked. The teacher will give to the Principal to sign. All staff has been notified of this procedure. Unauthorized time sheets will not be processed.
- 3) The time sheet must then be forwarded to Staff Attendance at Rye Lake for verification with the AESOP System.

Enclosed you will find new time sheets with the additional line for authorization.

If you have any problems or concerns regarding the above procedures or your time sheets, please call Staff Attendance at (914)948-7271, ext. 1212 or 1232. If we are unable to solve your problem on the phone, you may schedule an appointment to come in. Under no circumstances will you be seen without making an appointment.

We appreciate your cooperation regarding these matters.

Enc.

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DATE: September 2018

TO: All Substitutes

FROM: Margaret Manion

RE: **SUBMITTING TIMESHEETS**

Please be advised that **effective immediately**, any timesheet that is submitted **without** your employee ID number listed **will not** be processed (you **cannot** use your social security number). The timesheet will be returned to you and will then have to be resubmitted.

There are some older timesheets out there that ask for the social security number, **DO NOT USE THESE FORMS UNLESS YOU USE YOUR EMPLOYEE ID NUMBER**. If you need a supply of current timesheets, let me know (948-7271 ext. 1212) and I will get them out to you. I have enclosed several copies of the current timesheet for your use.

Your employee identification number is on the upper left corner of your pay stub. If you are unsure of your ID number, you can call the payroll department at (914)937-3820 or call me at (914) 948-7271 X1212.

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